MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

ENROL: the school student enrolment register
User Guide for School Users

Date: 10/11/2015

Quick tips for easy pdf navigation

- Clicking on a chapter heading on the contents page will take you directly to that chapter.
- Clicking on the Bookmarks icon on the left hand side menu will bring up a contents list to the left of the pdf, click on a heading to go directly to that topic.
- Clicking on a hyperlink will take you directly to that area of the document. To return to your original page after following a hyperlink, use Alt & the back arrow button.
- Clicking on a URL (webpage hyperlink) will open that webpage in a new browser window.
- The magnifying glass allows you to zoom in and out of the pdf by clicking on the page.

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About This Document

Overview	This User Guide describes how to use the ENROL application and where and how to access further help if required.
Summary Table	A summary of steps on how to use a specific ENROL feature is displayed in a table at the end of every section.
Glossary	A comprehensive glossary of fields and terminology used in ENROL is included near the end of the guide.
Name References	Please note that any personal/ individual names and contact details used in this document are fictional or hidden for privacy reasons.
Icons	You will see a couple of small graphic images at the side of the page (examples below). These are used to highlight additional information and where to find it without having to include excessive detail within each section.
	This icon indicates the Enrolment Rules which are included near the end of this document and will provide supporting information, which may be helpful to further explain this subject.
	This icon indicates a quick tip relating to this subject area which is not essential but may be helpful.

Product Concept

What is ENROL?	ENROL is a central register of student enrolments that authorised users update via the web as students enrol, change schools or leave the school system. ENROL is a mandatory system for all schools.
Authorised Use	Authorised users in schools must use ENROL, and the information contained within it, only for the purpose of facilitating and monitoring the accurate and efficient enrolment of students.
Audit History	Records of user activity in ENROL will be maintained by the Ministry of Education to provide supporting information for audits and to assist with the identification and investigation of inappropriate use of the system.
Who can use ENROL?	Authorised user logons allow access to school specific data and users are only able to access and update the full record for the students at their school. The Ministry is able to access and update all records.
Enrolment Rules	The Enrolment Rules, to support the use of ENROL, are included near the end of this User Guide. The rules and definitions have been distributed as *Education Circular 2007/12.*
Launching ENROL	Access to ENROL is via the e-Admin area of the Educational Leaders website. The e-Admin area is password protected and authorisation from your principal per individual user must be given to the Ministry to enable access. The following website address will take you to Educational Leaders. www.educationalleaders.govt.nz
	Creating Favourites/Bookmarks allows you to save a website address so that you don't have to remember it next time. To create a Favourite/Bookmark, so you can access ENROL, refer to the instructions in the Having Problems section at the end of this guide.
Required Data	Any fields that are mandatory are identified with an asterisk (*). These fields must be completed with appropriate data before it is possible to Save.
Data Errors	At the point of saving, ENROL will perform a data validation check. If there are errors, or if required fields are not completed, **a message in red** will direct you to that field.
Tasks and Emails	A number of different tasks and emails will be automatically generated by ENROL. These are further detailed in the chapter on Tasks and Emails.

Experienced User

Quick Reference	This is a quick summary of what is required for those of you who are very comfortable with using applications of this kind. You may also find this section useful when you re-visit ENROL in the future.
Help	Help can be obtained through this User Guide or by contacting us. Our contact details are in the Having Problems chapter.

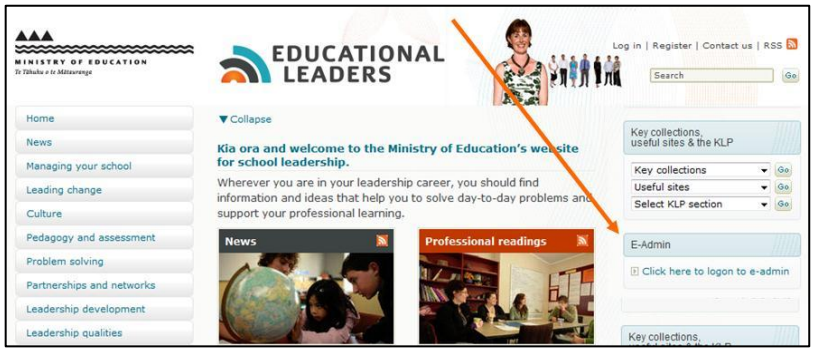
Step	Action
1.	Using an internet browser, go to the Educational Leaders website: www.educationalleaders.govt.nz
2.	Click on the e-Admin link, enter your User ID and password and click OK, then click on the ENROL link.
3.	To change the email address ENROL uses for your school, use the *Update School Email* link.
4.	To enrol all Year 7 or Year 9 students at the beginning of a year, use *Batch Processing*.
5.	To enrol an individual student to your school, use *Find a Student – Not at My School*, and then click on the *Enrol Student* button.
6.	To withdraw all Year 6, Year 8 or Year 13 students at the end of a year, use *Batch Processing*.
7.	To withdraw an individual student, use *Find a Student*, and then click on the *Withdraw Student* button.
8.	To view, print or update a student's details, use *Find a Student*.
9.	To view or print reports for students at your school, use *Reports.* To print an individual student report, use *Find a Student* and display their details to show the *Display Printer Friendly Version* link.

Introduction

Logging In to ENROL

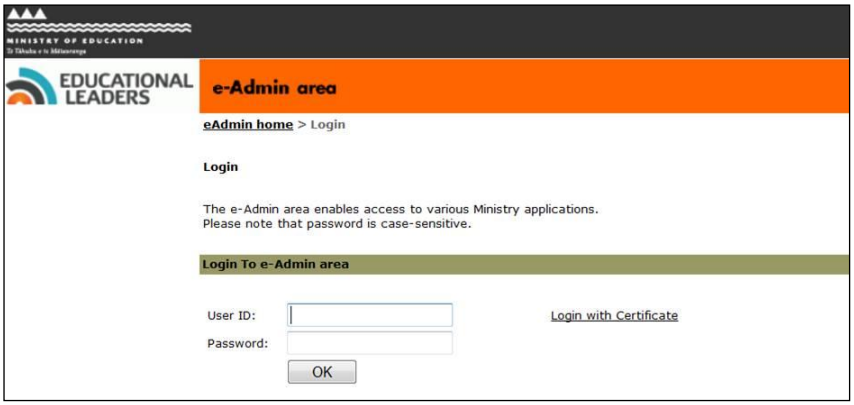
Using an internet browser, go to the Educational Leaders website: www.educationalleaders.govt.nz

Scroll down and click on the e-Admin link.



User ID and Password

Enter your User ID and password, and click OK.



Password Updates

As applications accessed from the e-Admin area of Educational Leaders contain student and/or school data, it is imperative that we have the correct levels of security to protect the students and our schools.

One level of this security design is to have a password that must be changed at least every 90 days and it must also be unique over the last 6 months with a minimum number of 8 characters.

Every authorised ENROL user must not share a user logon or password with any other person and must protect the password to prevent unauthorised access to the system.

Password Management

In today's world it is likely that you are challenged with having to remember multiple passwords for security both in your professional and personal lives. Therefore it is helpful to have a system that is not a pattern (that if someone knew one password this would allow them to work out your next password e.g. months of the year), but will assist you in remembering your password.

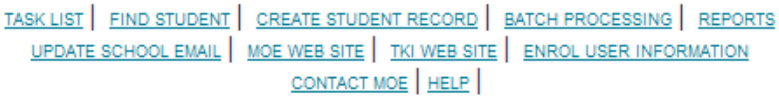
It may help to have a theme that your password will always relate to for each application you use. Choose a theme that interests you so you are more likely to remember the password. For example, sports, songs, place names etc. The theme is your clue, to prompt you to what your password might be.

It is recommended that passwords contain a mixture of alpha and numeric characters. It is easy to replace a letter with a number, for example 3 can be e, 6 can be b or 0 can be o.

It is important to vary how you put the numbers in your password. That is, don't always put 1 at the end of your password, or use the same word and increase the number each month. By doing this you are seriously threatening the security of the student and school data.

Below is an example of a strong password:

6iwHyh78 - the letters stand for "i wanna hold your hand" (Beatles song).

Available Applications	A list of applications that you have access to will be displayed. Click on the ENROL link and the Toolbar will be displayed.
Toolbar	
	The Toolbar is always available at the top of every screen. Click on the appropriate Toolbar button to move to that area of ENROL. In addition to the Toolbar, there are other action buttons available throughout ENROL. These are generally coloured green and the available buttons depend on where you are within ENROL.
Links Menu	
	Some of the links duplicate functions that are available on the Toolbar. The additional links are *Update School Email, MOE website, TKI website, Enrol User Information, Contact MOE* and *Help* as detailed below. The links will always be available at the bottom of every screen.
Update School Email	Use the *Update School Email* link to create or change the email address ENROL uses for your school. The email address currently being used by ENROL for your school is displayed on the left hand side of the bar beneath the Toolbar.
MOE Website	This link will open the *MOE website* (Ministry of Education) in a new internet browser window.
TKI Website	This link will open the *TKI website* (Te Kete Ipurangi – The Online Learning Centre) in a new internet browser window.
ENROL User Information	This link will open www.minedu.govt.nz/Enrol (the ENROL Information webpage) from where you can find a link to a brochure for parents, guardians and students called *Electronic information about your child*.
Contact MOE	We welcome your feedback. If you have any comments to make about ENROL, please use the *Contact MOE* link to submit your feedback to us.
Help	Click this link to access online help and further information about using ENROL.
Logging Out	To log out of ENROL, it is recommended you use the *Logout* button on the Toolbar. Alternatively, you can simply close the internet browser window. The next time you access ENROL from the Educational Leaders website, you will be prompted to enter your User ID and password again.

How to Login to ENROL

Step	Action
1.	Using an internet browser, go to the Educational Leaders website: www.educationalleaders.govt.nz
2.	Scroll down and click on the e-Admin link.
3.	Enter your User ID and password, and click OK.
4.	A list of applications that you have access to will be displayed. Click on the ENROL link.
5.	You will now be logged into ENROL and the Toolbar will be displayed.

How to Logout of ENROL

Step	Action
1.	To log out of ENROL, click on the *Logout* button on the Toolbar.
2.	Alternatively, you can simply close the internet browser window.
3.	Next time you access ENROL from the Educational Leaders website, you will be prompted to enter your User ID and password.

Find a Student and View Their Details

Introduction

Use *Find a Student* to look for students, selecting students either *At My School* or *Not at My School.*

You can only view a student's full record of information when they are currently enrolled at your school. If you search for a student who is not at your school, you will see limited information that will allow you to confirm you are enrolling the correct student. You will not be able to view the Physical Address, Teaching and Learning Notes, or Hearing and Vision details.

To search for a student, click on the *Find a Student* button on the Toolbar. Set the School option to either *At my school* or *Not at my school*. From the following criteria, enter as much information as you know about the student to limit the number of results that will be returned.

Mandatory search criteria fields:

- National Student Number *OR* Surname AND First Name(s)

Optional search criteria fields:

- Gender
- Date of Birth
- Also include archived students?

At My School

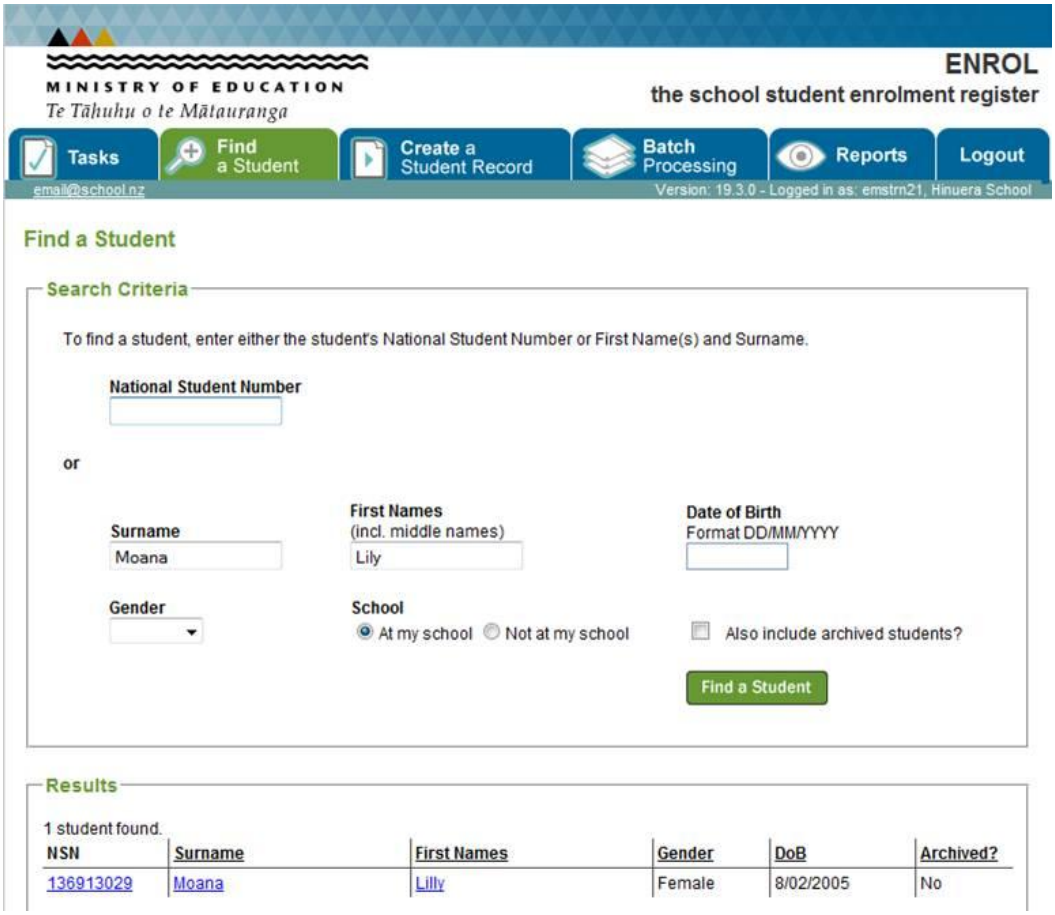
The default *School* search criteria will be *At My School* as you will most often be working with students enrolled in your school.

Not at My School

When searching for students ensure the *School* criteria is set correctly to allow the student to be found. For example, if the student is not yet attending your school, you can only find them using the *Not at My School* criteria.

If you have enrolled a student, but their previous school has not yet withdrawn them (Pending Enrolment), you must search for them using the criteria *Not at My School.*

A student can only be enrolled in one school at any point in time.

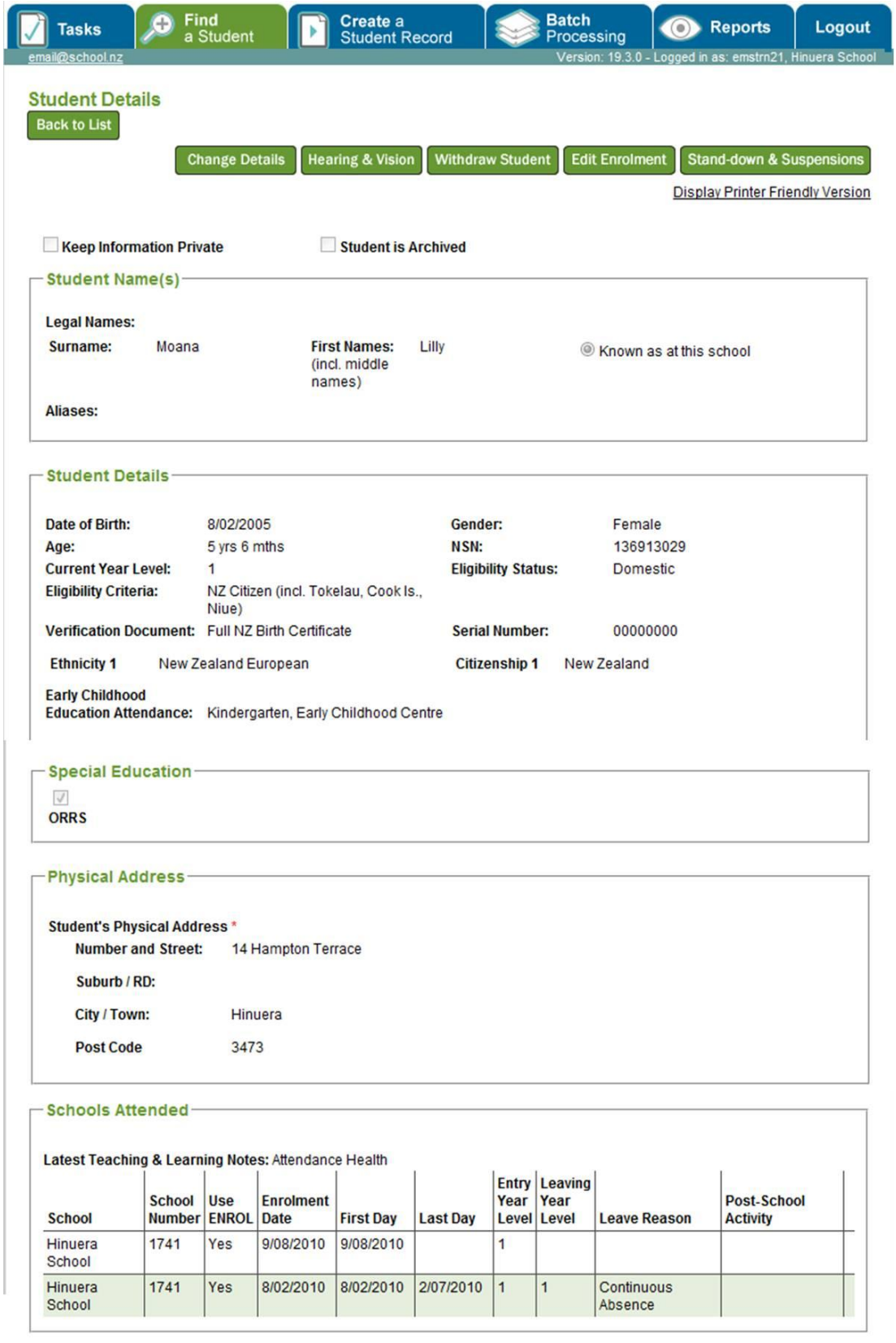


Find a Student

Click on the *Find a Student* button and all students matching the criteria you have set will be returned in a list at the bottom of the screen. To view individual student details, click on the blue underlined link.

To return to the Search Results list, click the *Back to List* button.

When ENROL checks for an existing student record, results will include near matches and names spelt phonetically alike. For example, Robin and Robyn.



Viewing Student Details	ENROL holds general identity information about the student, including their: • National Student Number • Hearing & Vision test results • Stand-down & Suspensions information • Special Education flags • Physical Address • Teaching and Learning Notes (*optional*) • Enrolment history
Actions	The actions available while viewing the details of students enrolled at your school: • Change Details • View Hearing & Vision details • Withdraw Student - Activate Teaching and Learning Notes (*optional*) - Submit Non-Enrolment Notification (*on request*) • Edit Enrolment • View / Submit / Cancel Stand-down & Suspensions forms The actions available when viewing the details of students who are not enrolled at your school are: • Enrol Student • Edit Enrolment
Print Student Report	If the student is enrolled in your school you can print an individual student report by clicking on the *Display Printer Friendly Version* link and printing from either the File menu or the internet browser toolbar. Click the *Back* button on the internet browser toolbar to return to ENROL.

How to Find a Student

Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to either *At my school* or *Not at my school*.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s)*.
4.	All students matching the criteria are returned in a list. Click on the individual student's name (blue and underlined) to view their details. To return to the Search Results click on the *Back to List* button.
5.	While viewing details of students enrolled in your school, you can print a student report by clicking on the *Display Printer Friendly Version* link and then printing from either the File menu or the internet browser toolbar. Click the *Back* button on the internet browser toolbar to return to ENROL.

Update Student Details

Introduction	You can only edit details of students enrolled in your school. *Find a Student* displays the student's details.
Change Details	Click on the *Change Details* button and make the required updates. Please include all known information:
Unique Identifiers	The student's Legal Names, Date of Birth & National Student Number are unique identifiers. If you think these details are not correct and the option to edit the Legal Names & Date of Birth is disabled, notify the e-Admin Contact Centre.
Student Name(s)	You can add any number of aliases in ENROL and identify the name the student is *Known as at this school.*
Student Details	You can change the following: • Gender • Current Year Level (*i.e. Year of Learning*) • Eligibility Criteria • Verification Document and Serial Number • Document Expiry Date (*where applicable*) • Weekly Fee (*for International Fee Paying students)* • Ethnicity (*up to three*) • Citizenship (*up to three*) • Iwi (*up to three*) • Early Childhood Education Attendance (*Year 1 only)* • Part-Time *(when applicable)* • Attending Off-site (*where applicable*) • Physical Address
Physical Address	When editing student's details, the address fields are mandatory. It is recommended that the address details are up-to-date prior to withdrawing a student. These details are only visible to the Ministry and to the school the student is currently enrolled in.

How to Update a Student's Details

Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to *At my school*.
	You can only update student's details that are currently enrolled in your school.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s).*
4.	All students matching the criteria are returned in a list. Click on the individual student's name to view their details. To return to the Search Results click on the *Back to List* button.
5.	Click on the *Change Details* button to edit information.
6.	Make any changes or additions required and click the *Next* button.
7.	The student's details screen is displayed with the updated information. Click *Save* to update the changes or *Back* to return to continue editing the student's details.
	It is advisable to check the accuracy and currency of all the student's details when updating a record.
	To correct enrolment information of a student at your school, e.g. the First Day of Attendance date, click the *Edit Enrolment* button.

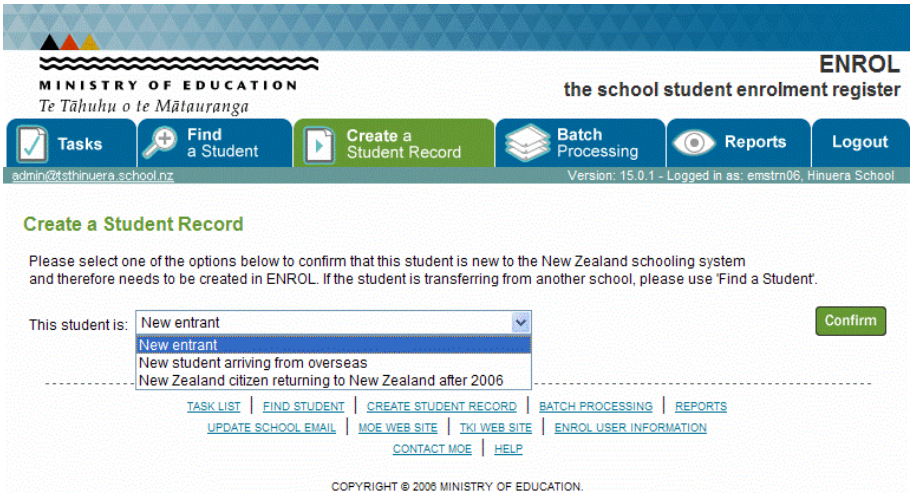
Creating Student Records

Introduction

All current students will have an existing record in ENROL. Therefore, you will only need to create a student record for:

- A new entrant
- A new student arriving from overseas *or*
- A New Zealand citizen returning to New Zealand after 2006

Click on the *Create a Student Record* Toolbar button.


MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga
ENROL
the school student enrolment register
Tasks
Find a Student
Create a Student Record
Batch Processing
Reports
Logout
admin@tsthinuera.school.nz
Version: 15.0.1 - Logged in as: emstrn06, Hinuera School
Create a Student Record
Please select one of the options below to confirm that this student is new to the New Zealand schooling system
and therefore needs to be created in ENROL. If the student is transferring from another school, please use 'Find a Student'.
This student is:
New entrant
New entrant
New student arriving from overseas
New Zealand citizen returning to New Zealand after 2006
Confirm
TASK LIST | FIND STUDENT | CREATE STUDENT RECORD | BATCH PROCESSING | REPORTS
UPDATE SCHOOL EMAIL | MOE WEB SITE | TKI WEB SITE | ENROL USER INFORMATION
CONTACT MOE | HELP
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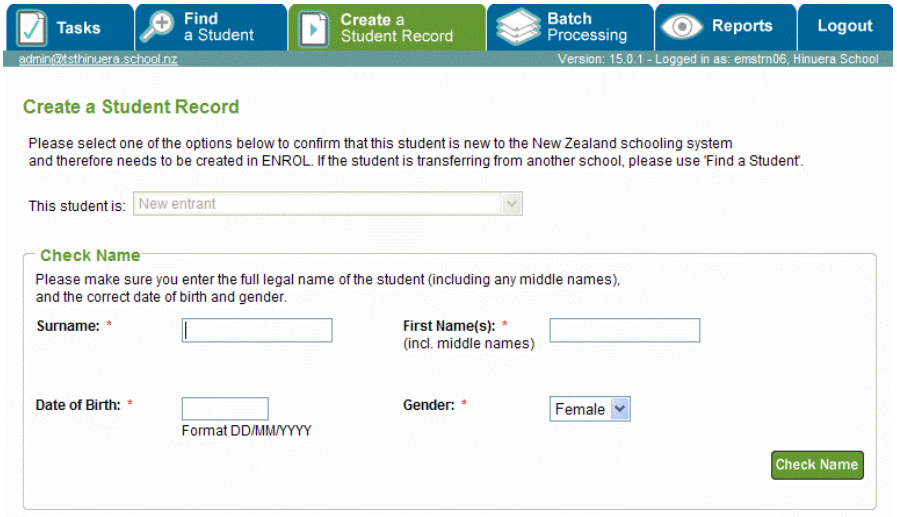
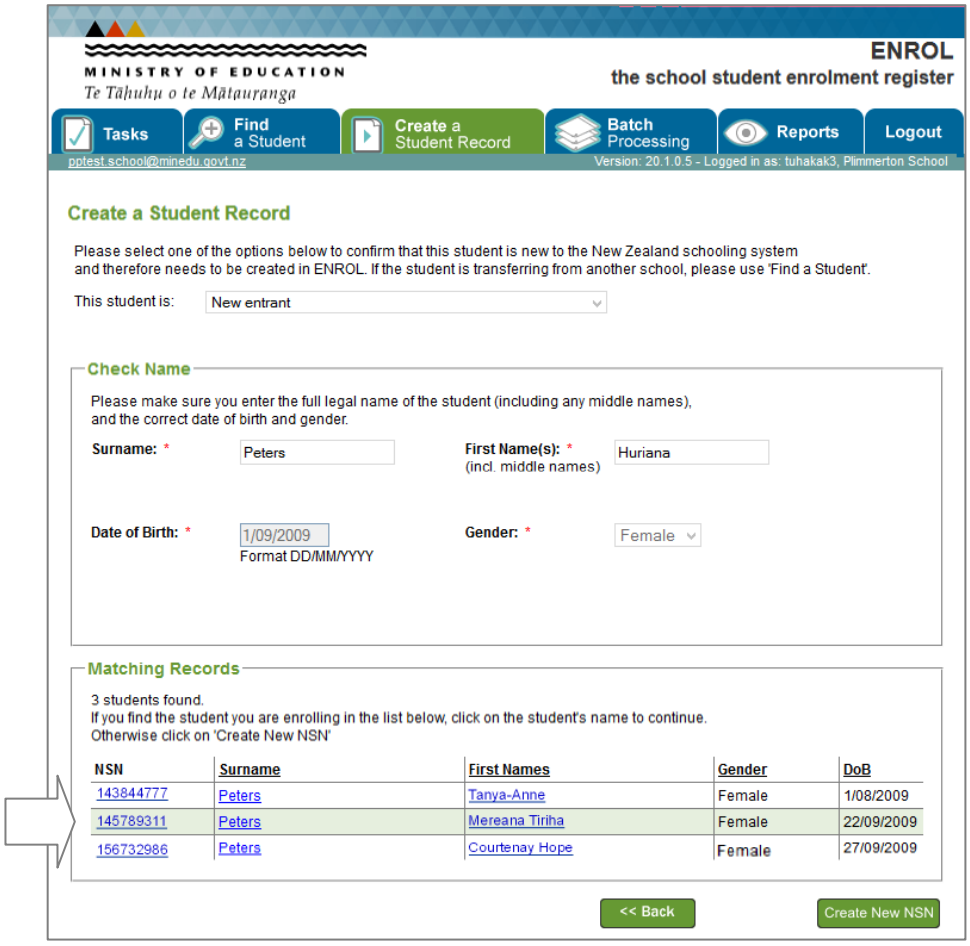
Use the drop down list to select one of the three options to confirm that the student is new to the New Zealand schooling system. Click the *Confirm* button.

Take care to key in the details exactly as on the student's verification document. Enter the student's legal *Surname*, legal *First Name(s)*, *Date of Birth*, and *Gender* and click the *Check Name* button.

- Include the student's middle name(s)
- Use capital letters, apostrophes and hyphens in the right places
- Double-check the gender you have selected


Tasks
Find a Student
Create a Student Record
Batch Processing
Reports
Logout
admin@tsthinuera.school.nz
Version: 15.0.1 - Logged in as: emstrn06, Hinuera School
Create a Student Record
Please select one of the options below to confirm that this student is new to the New Zealand schooling system
and therefore needs to be created in ENROL. If the student is transferring from another school, please use 'Find a Student'.
This student is:
New entrant
Check Name
Please make sure you enter the full legal name of the student (including any middle names),
and the correct date of birth and gender.
Surname: *
First Name(s): *
(incl. middle names)
Date of Birth: *
Format DD/MM/YYYY
Gender: *
Female
Check Name

If ENROL finds any students that either match or are similar to the search criteria you have entered, they will be returned in a list for you to check that the student's record you were going to create does not already exist. You may need to click on the student's name to view their details to confirm if it is the same student.



If you are enrolling a New Entrant, you will need to check through the Matching Records carefully, because if the student attended an Early Childhood Education service before starting school and an NSN was assigned to them, their NSN, name and date of birth will appear in the search results.

- If no students match, proceed to Create New NSN.
- If an exact match is found click on the NSN or name and create the ENROL record using the child's existing NSN.

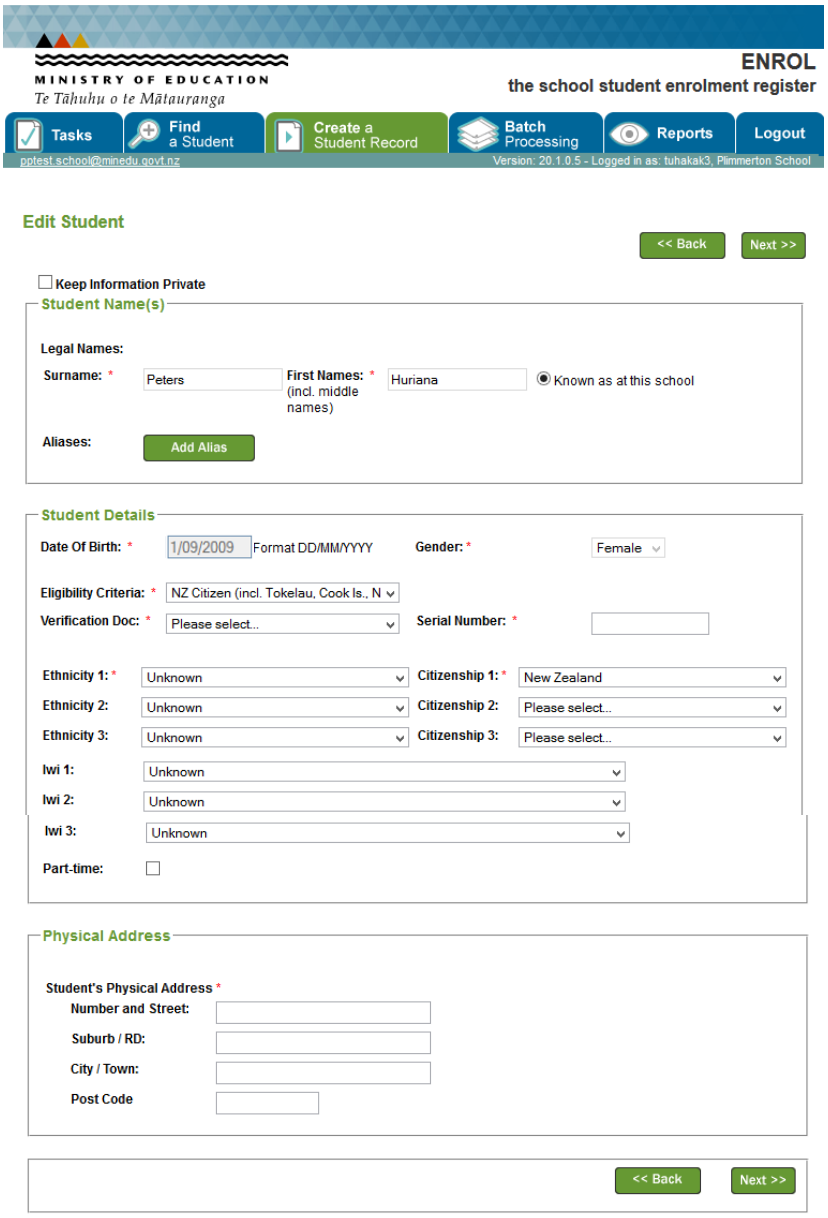
If you are not certain that the matching record belongs to your student, or you are not sure how to proceed, call the Ministry e-Admin Contact Centre on 04 463 8383 or email e.admin@minedu.govt.nz.

When ENROL checks for an existing student record, results will include near matches and names spelt phonetically alike. For example, Robin and Robyn.

Create New NSN

Please read the instructions for *Check name* on the previous page before proceeding with Create New NSN.

Click on the *Create New NSN* button, complete the student's details and click the *Next* button.



Student Name(s)

- Legal Name *(locked)*
- Aliases

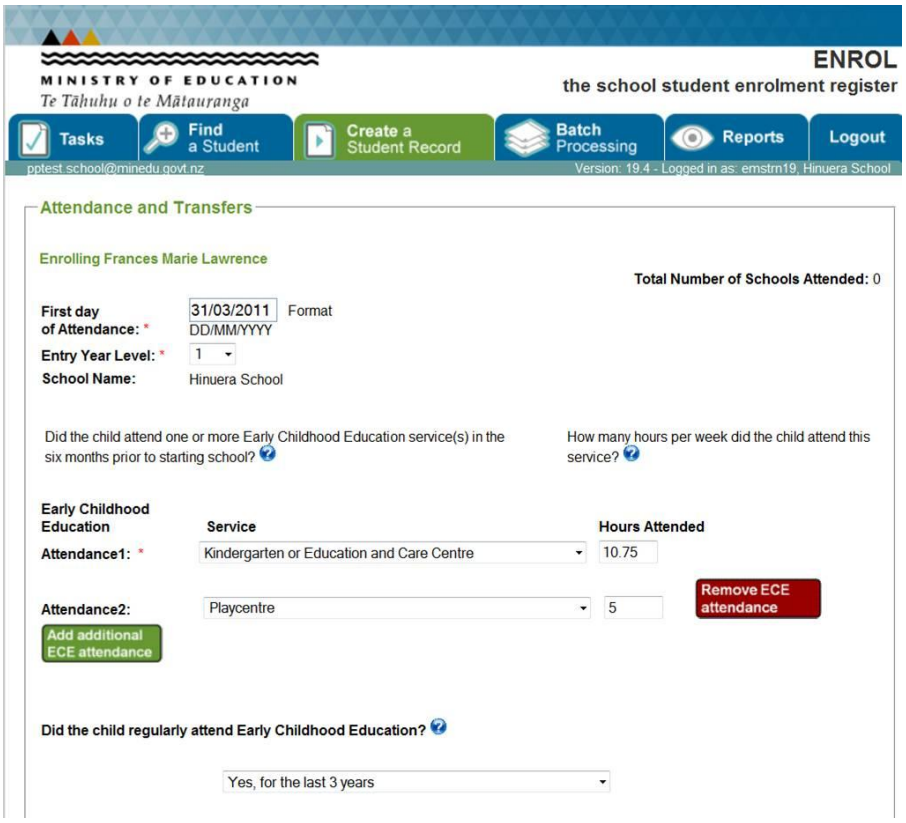
Student Details

- Date of Birth *(locked)*
- Gender
- Eligibility Criteria
- Verification Document and Serial Number
- Document Expiry Date (*where appropriate*)
- Weekly Fee (*for International Fee Paying only*)
- Ethnicity (*up to three*)
- Citizenship (*up to three*)
- Iwi (*up to three*)
- Part-Time (*when applicable)*
- Attending Off-site (*when applicable*)
- Physical Address

Physical Address

Recording the student's physical address details is mandatory. These details are only visible to the Ministry and to the school the student is currently enrolled in.

Enrolment Details



Complete the Attendance and Transfers details screen including:

- First Day of Attendance (*cannot be a future date*)
- Entry Year Level (i.e. Year of Learning)
- Early Childhood Education Attendance (*Year 1 only)*)

Click the *Next* button.

The student's details are displayed for you to confirm. If they are correct click the *Save* button. A confirmation will be displayed including the student's legal name and National Student Number.

How to Create a Student Record

Step	Action
1.	Click on the *Create a Student Record* Toolbar button.
2.	Use the drop down list to select one of the three options to confirm that the student is new to the New Zealand schooling system. Click the *Confirm* button.
3.	Enter the student's legal *Surname*, legal *First Name(s)*, *Date of Birth*, and *Gender* and click the *Check Name* button. ENROL will check to see if the student already has an NSN.
4.	If there are any students with the same details as you are trying to create, they are listed for you to confirm if they are the same student. Click on the student's name to view the *Student Details*.
5.	If the student already has an NSN, click on the student's name or NSN in the list to access the student's details. If the student does not have an NSN, proceed to create new NSN by clicking on the *Create New NSN* button.
6.	Complete the Student's Details and click the *Next* button.
7.	Complete the Attendance and Transfers screen including the *First Day of Attendance* and the *Entry Year Level* (i.e. Year of Learning) and click the *Next* button.
8.	The student's details are displayed for you to confirm. If they are correct click the *Save* button. A confirmation will be displayed including the student's legal name and National Student Number.

Hearing and Vision Testing

Hearing & Vision Tests

Hearing & vision tests are conducted by District Health Board Vision and Hearing Technicians. They will either do the *Routine New Entrant and B4 School Check* or the *Routine Year 7* test or a specific hearing or vision test on individual students in any year level.

You can only view hearing and vision details of students enrolled in your school. *Hearing & Vision* details are accessed by displaying the student's details screen.

Hearing and vision testing is only available for domestic students.

Routine New Entrant and B4 School Check or Routine Year 7 Vision Test

You will be contacted by the Vision and Hearing Technician to arrange a time for them to come to your school to conduct tests.

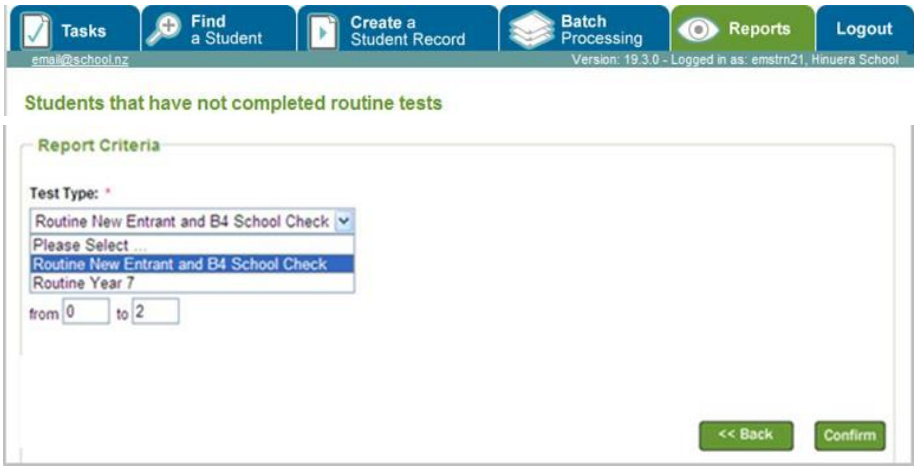
Before the tests can be conducted the Vision and Hearing Technician, or the school ENROL administrator, needs to create the report named *Students that have not completed routine tests* (Test Type: *Routine New Entrant and B4 School Check* or *Routine Year 7*).

The Vision and Hearing Technician can login to ENROL and create this report or arrange for the school ENROL administrator to create it.

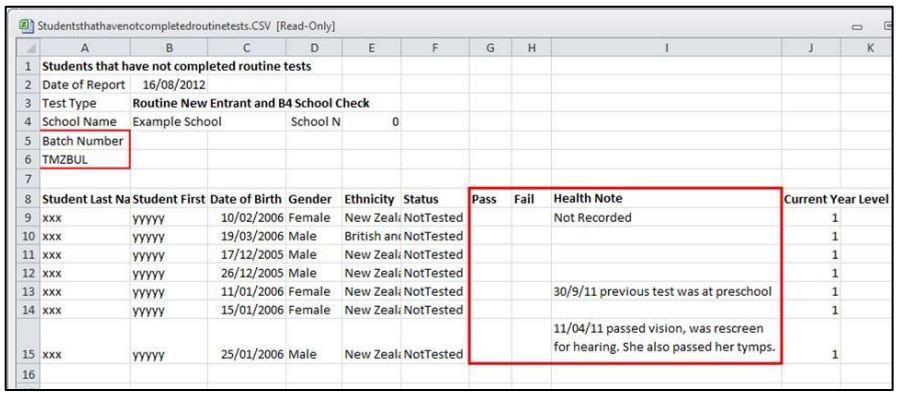
If you need to create the report, click on the *Reports* button on the Toolbar and select *Students that have not completed routine tests.* From the *Report Criteria* screen select the appropriate *Test Type*.

Adjust the year levels if appropriate.(For example, "from 0 to 2" will include all students within the first 2 year levels who have not yet had test results entered for Hearing and Vision.)

Click the *Confirm* button.



Example Report



Studentsthathavenotcompletedroutinetests.CSV [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K
1	Students that have not completed routine tests										
2	Date of Report	16/08/2012									
3	Test Type	Routine New Entrant and B4 School Check									
4	School Name	Example School		School N	0						
5	Batch Number										
6	TMZBUL										
7											
8	Student Last Na	Student First	Date of Birth	Gender	Ethnicity	Status	Pass	Fail	Health Note	Current Year Level	
9	xxx	yyyyy	10/02/2006	Female	New Zeal	NotTested			Not Recorded	1	
10	xxx	yyyyy	19/03/2006	Male	British an	NotTested				1	
11	xxx	yyyyy	17/12/2005	Male	New Zeal	NotTested				1	
12	xxx	yyyyy	26/12/2005	Male	New Zeal	NotTested				1	
13	xxx	yyyyy	11/01/2006	Female	New Zeal	NotTested			30/9/11 previous test was at preschool	1	
14	xxx	yyyyy	15/01/2006	Female	New Zeal	NotTested				1	
15	xxx	yyyyy	25/01/2006	Male	New Zeal	NotTested			11/04/11 passed vision, was rescreen for hearing. She also passed her tymps.	1	
16											

This report will be created with a Batch Number at the top, and this number will give the technician access to the records of the students on the report in order to enter the results of the test. The Vision and Hearing Technician will only have access to the limited student information that is displayed on the report.

Results

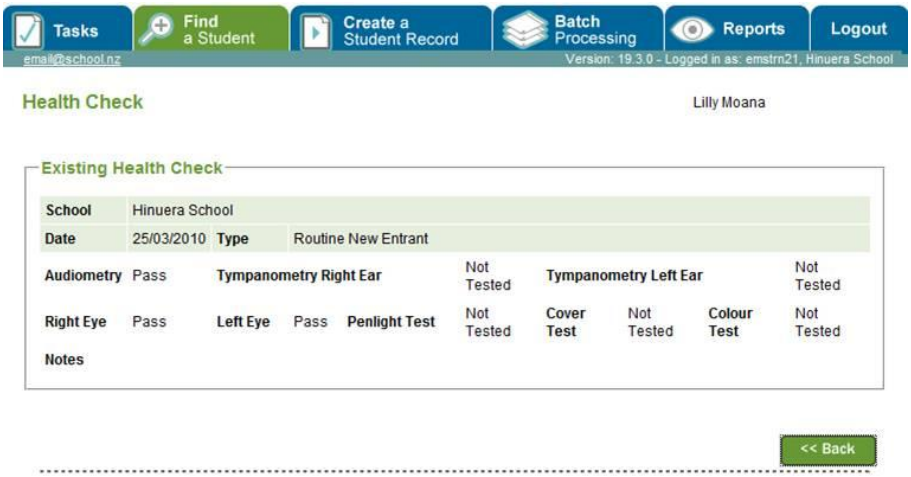
After a Vision and Hearing Technician has conducted a hearing or vision test and entered results, you will be able to view the results by either viewing individual student's details, or by creating a report, *Routine Hearing and Vision test for new entrants and B4 School Check* or *Routine Hearing and Vision test for Year 7*, if it was the routine test that was conducted.

The results will be available in ENROL for you to view within 5 school days of the test having been conducted.

Viewing Individual Students Results

Use *Find a Student* to search for the individual student and display *Student Details*. Click on the *Hearing & Vision* button to view test results.

Hearing & Vision


Tasks
Find a Student
Create a Student Record
Batch Processing
Reports
Logout
Version: 19.3.0 - Logged in as: emstrn21, Hinuera School
Health Check
Lilly Moana
Existing Health Check
School Hinuera School
Date 25/03/2010 Type Routine New Entrant
Audiometry Pass Tympanometry Right Ear Not Tested Tympanometry Left Ear Not Tested
Right Eye Pass Left Eye Pass Penlight Test Not Tested Cover Test Not Tested Colour Test Not Tested
Notes
<< Back

Routine Year 7 or Routine New Entrant and B4 School Check Test

Step	Action
1.	You will be contacted by the Vision and Hearing Technician to arrange a time for them to come to your school to conduct the *Routine Year 7* or *Routine New Entrant and B4 School Check* test.
	ENROL functionality now enables Vision and Hearing Technicians to login to ENROL and create the reports needed for conducting tests. You only need to complete steps 2 - 3 if requested to by the Vision and Hearing Technician.
2.	If needed, create the *Students that have not completed routine tests* report. Click the *Reports* button on the Toolbar and select the *Routine Year 7* or *Routine New Entrant and B4 School Check* Test Type and click the *Confirm* button.
	If you select the *Routine New Entrant and B4 School Check* Test Type, the Year Level Range field will default to year levels 0-2. If you select the *Routine Year 7* Test Type, the Year Level Range field will default to year levels 7-8. If the Vision and Hearing Technician requests other year levels, adjust the Year Level Range field.
3.	If requested, give the Vision and Hearing Technician a printout when they arrive at your school.
4.	After the Vision and Hearing Technician has conducted the hearing or vision tests and entered results, you will be able to view the results either from *Reports* for groups of students, or *Find a Student* to view an individual student's test results.

How to View Hearing & Vision Test Results for Multiple Students

Step	Action
1.	Click on the *Reports* Toolbar button.
2.	Create either the *Routine Hearing and Vision test for new entrants and B4 School Check* or the *Routine Hearing and Vision test for Year 7* report.

How to View Hearing & Vision Test Results for Individual Students

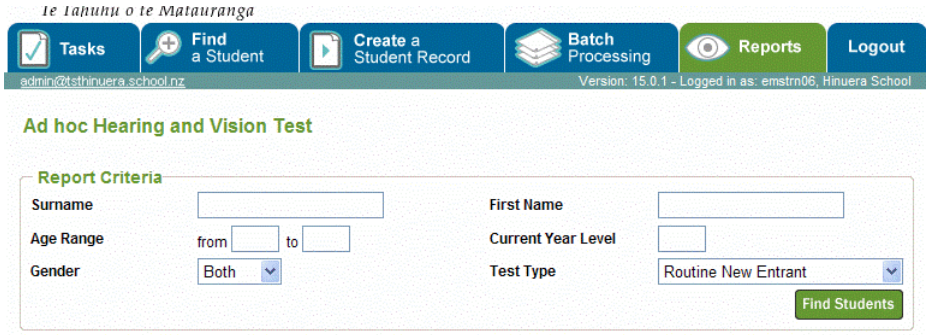
Step	Action
1.	Click on the *Find a Student* Toolbar button. Enter in the search criteria and click the *Find a Student* button.
2.	Click on the individual student's name to view their details.
3.	Click on the *Hearing & Vision* button to view test results.

Ad hoc Hearing & Vision Tests

Hearing and vision tests are conducted by the District Health Board Vision and Hearing Technicians. You can arrange Ad hoc Hearing and Vision tests for individual students at any time throughout the year.

The *Ad hoc Hearing and Vision test* report can be created by the Vision and Hearing Technician or by the school ENROL administrator.

If you need to create the report, click on the *Reports* Toolbar button. Click on the *Ad hoc Hearing and Vision test* link.



From the following list, enter the required report criteria to limit the number of results that will be returned and then click the *Find Students* button.

- Surname & First Name *(leave blank unless the test in for 1 student only)*
- Age Range
- Current Year Level (i.e. Year of Learning)
- Gender
- Test Type

Select the required student(s) either by ticking in the Select check-box, or by clicking the *Select All* button. Click the *Confirm* button.

A report will be created with a Batch Number at the top, and this number will give the technician access to the records of the students on the report in order to enter the results of the test. The Vision and Hearing Technician will only have access to the limited student information that is displayed on the report.

Contact the Vision and Hearing Technician to request the Ad hoc testing.

If requested, email the Ad hoc testing report to the technician and/or give them a printout as required.

Results

After the Vision and Hearing Technician has conducted the hearing or vision tests and entered results, you will be able to view the results by viewing individual student's details and clicking on the *Hearing & Vision* button.

The results will be available in ENROL for you to view within 5 school days of the test having been conducted.

How to Arrange Ad hoc Hearing & Vision Tests for Students

Step	Action
	ENROL functionality now enables Vision and Hearing Technicians to login to ENROL and create the reports needed for conducting tests. You only need to complete steps 1 to 5 if requested to by the Vision and Hearing Technician.
1.	Click on the *Reports* Toolbar button.
2.	Click on the *Ad hoc Hearing and Vision test* report link.
3.	Select the required Test Type from the drop down list.
4.	Enter the search criteria from the options, *Age Range, Current Year Level* and *Gender.* If the test is for one student only, enter the student's name in the *Surname* and *First Name* fields. Click the *Find Students* button.
5.	Select the required student(s) either by ticking in the Select check-box, or by clicking the *Select All* button. Click the *Confirm* button.
6.	Contact the Vision and Hearing Technician to request the Ad hoc testing and email them the Ad hoc testing report if requested and/or give them a printout as required.
7.	After the Vision and Hearing Technician has conducted the Hearing or Vision tests and entered results, you will be able to view the results by viewing individual student's details and clicking on the *Hearing & Vision* button.

Enrolling Students

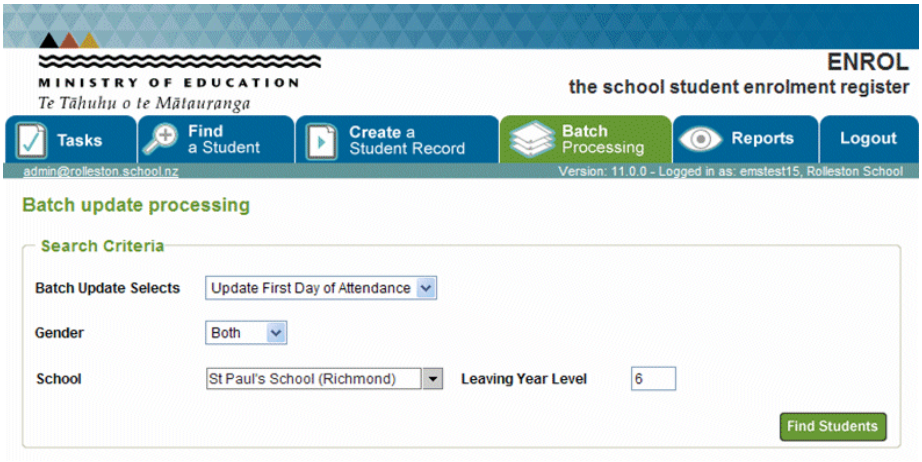
Batch Enrolment

At the beginning of the year when you are enrolling multiple students at a time, you can use *Batch Processing* to enrol all students coming to you from your contributing schools. If you have multiple contributing schools, you will need to do a batch enrolment for each one.

Before you can enrol a student to your school, their previous school must first have withdrawn the student. You cannot use the batch enrol process if their previous school has not completed this step. You can either enrol these students individually so that a Task is generated for the previous school to withdraw the student, or contact the school if you believe their batch withdrawal has not been completed.

A student can only be enrolled at one school at any point in time.

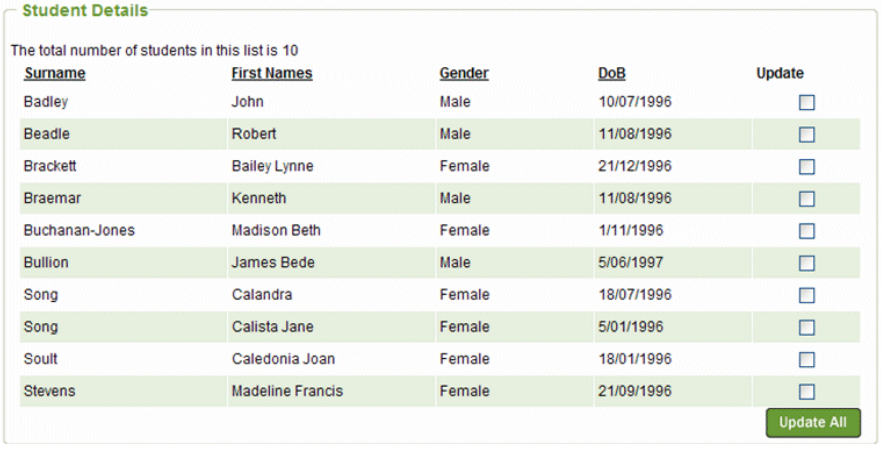
Click on the *Batch Processing* Toolbar button.



From the drop down list, choose the *Update First Day of Attendance* option.

From the following list, enter the search criteria for the students you are wanting to batch enrol and click the *Find Students* button.

- Gender
- School (students are coming from)
- Leaving Year Level (i.e. Year of Learning)



Student Details

Tick the check-box for each student you want to enrol at your school, or use the *Update All* button if all students in the list are enrolling at your school.

Enter the *First Day of Attendance* date for these students and the *Entry Year Level* (i.e. Year of Learning) and click the *Enter* button.

Check the students you are enrolling and click the *Confirm* button. The students are now enrolled at your school.

Your school will automatically be added to each student's list of *Schools Attended* and the *Total Number of Schools Attended*.

You can now create the *Students with Teaching and Learning Notes* and *Students with Privacy Flags* Reports to alert you to students that the previous school has marked for attention.

Enrol an Individual Student

This will happen:

- at the beginning of the year when enrolling students for Year 7 or Year 9 who have not come from one of your contributing schools (for contributing schools, use the batch process);
- when a student has not been withdrawn from a contributing school (can't enrol them using the batch process); or
- throughout the year when you have students transferring to your school.

A student can only be enrolled at one school at any point in time.

To enrol a student first use the *Find a Student* button on the Toolbar ensuring you set the School option to *Not at My School*.

Because the student is not enrolled at your school you will only be able to see limited student details.

Click on the student's name to view Student Details and confirm this is the correct student you want to enrol.

Click the *Enrol Student* button.

Complete the Attendance and Transfers details screen including:

- First Day of Attendance (*cannot be a future date*)
- Entry Year Level (i.e. Year of Learning)
- Early Childhood Education Attendance (*Year 1 only)*)

Click the *Next* button and check the details.

Click Save to complete the enrolment.

Enrolments can be entered retrospectively in ENROL. However, ENROL must be updated within five school days.

It is not possible to create pre-enrolments using a future date for the *First Day of Attendance*. The enrolment is processed in ENROL once the student is attending school.

Your school will automatically be included in the Student's Details list of *Schools Attended* and the *Total Number of Schools Attended*.

To correct enrolment information of a student at your school, e.g. the First Day of Attendance date, click the *Edit Enrolment* button on the student's details page.

Status of Enrolment	The enrolment process may be at any of the following positions of status.
Student was withdrawn from previous school	Student is enrolled successfully to your school and you can now check for Students with Teaching and Learning Notes and Students with Privacy Flags and advise the principal accordingly.
Student was not withdrawn from previous school	Enrolment details are saved as a pending enrolment and a Task is created for the previous school to ask them to update ENROL with the Last Day of Attendance for this student. An email is also sent to the previous school with a copy to you. If they have not completed this Task within five school days, the Ministry will be automatically emailed. When the previous school has withdrawn the student, you will be advised by email and the Enrolment Date will be updated in ENROL.
Pending enrolment	If a new student enrolling at your school has not already been withdrawn from their previous school, the enrolment is automatically created as a pending enrolment. This student will be automatically fully enrolled when the previous school has withdrawn them. When searching for this student, you will need to use the Not at My School search option.
Cancel pending enrolment	You are able to cancel a pending enrolment by clicking the *Enrol* button on the *Student Details* screen. Remember when searching for this student to use the *Not at My School* search criteria, as they are not enrolled in your school yet. Click on the *Remove Enrolment* button.

How to Enrol Students in a Batch

Step	Action
1.	Click on the *Batch Processing* Toolbar button.
2.	From the drop down list, choose the *Update First Day of Attendance* option.
3.	Enter the search criteria from the options *Gender, School* (students are coming from) and *Leaving Year Level* (i.e. Year of Learning) for the students you are wanting to batch enrol and click the *Find Students* button.
4.	Tick the check-box for each student you want to enrol at your school, or use the *Update All* button if all students in the list are enrolling at your school.
5.	Enter the *First Day of Attendance* date for these students and the *Entry Year Level* (i.e. Year of Learning) and click the *Enter* button.
6.	Check the students you are enrolling and click the *Confirm* button. Students are now enrolled at your school.
7.	Create the Students with Teaching and Learning Notes and Students with Privacy Flags Reports to alert you to students that the previous school has marked for attention.

How to Enrol Individual Students to Your School

Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to *Not at my School*.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s).*
4.	All students matching the criteria are returned in a list. Click on the individual student's name to view their details. To return to the Search Results click on the *Back to List* button.
5.	Click on the *Enrol Student* button.
6.	Complete the Attendance and Transfers screen including the *First Day of Attendance* date and the *Entry Year Level* (i.e. Year of Learning) and click the *Next* button.
7.	The Student Details page is displayed for you to confirm the changes. Click the *Save* button to complete the enrolment.
8.	If the student has been withdrawn from their previous school, the enrolment process is complete and you can now go and check for any Teaching and Learning Notes. If the student has not been withdrawn from their previous school, a message advising you will be displayed and a Task will be created for the previous school. You will be sent an email to advise when the previous school has withdrawn the student so that you can then check for any Teaching and Learning Notes.

How to Correct Enrolment Information for an Individual Student at Your School

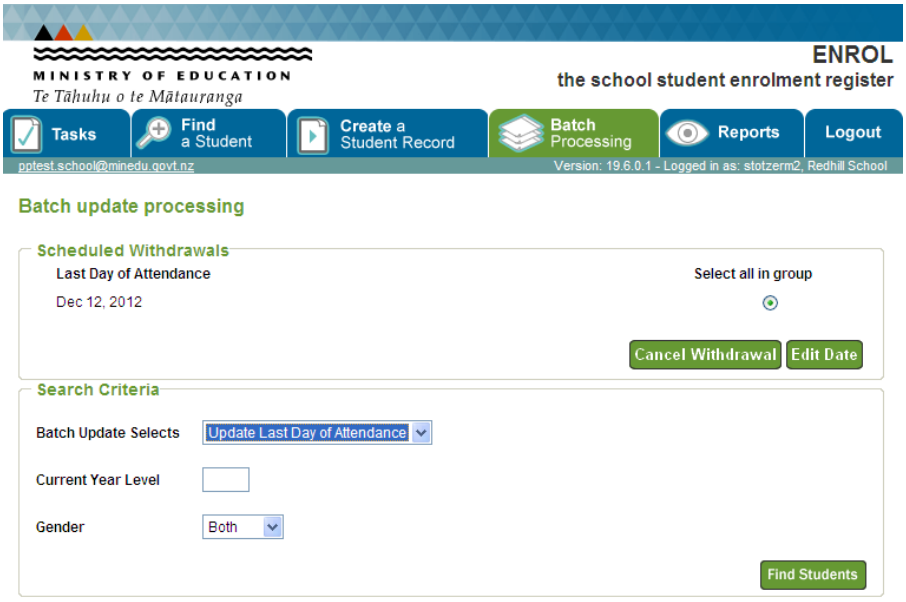
Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to *At my School*.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s).*
4.	All students matching the criteria are returned in a list. Click on the individual student's name to view their details. To return to the Search Results click on the *Back to List* button.
5.	Click on the *Edit Enrolment* button.
6.	Complete the Edit Enrolment screen including corrections to the *First Day of Attendance* date and the *Entry Year Level* (i.e. Year of Learning) and click the *Next* button.
7.	The Student Details page is displayed for you to confirm the changes. Click the *Save* button to update the enrolment information.

Withdrawing Students

Introduction

When students stop attending your school you must process their withdrawal through ENROL. This can be done for individual students or by *Batch Processing* for multiple students. Batch Processing assists with a whole year level of students leaving at the end of a year.

Click on the *Batch Processing* Toolbar button.



Update Scheduled Batch Withdrawals

You can schedule batch withdrawal of students at the end of the school year in advance of the last day of term. Scheduled withdrawals can be viewed, edited or cancelled.

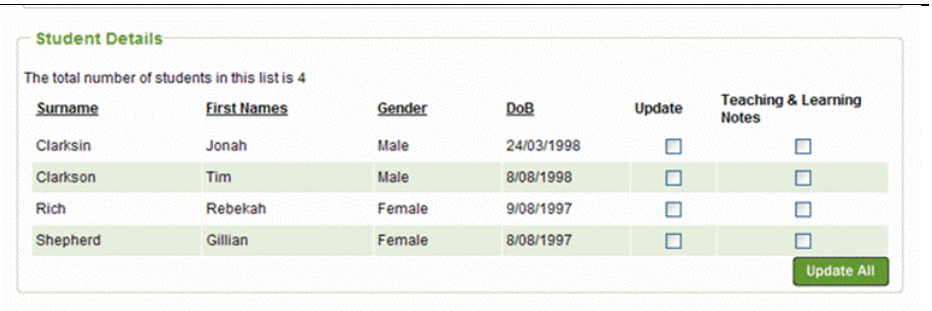
If you need to edit the list of students for a scheduled batch withdrawal, deselect the "*Select all in group*" radio button and use the *Cancel Withdrawal* checkboxes to remove particular students from the batch.

Use the *Edit Date* button, if you need to assign a new *Last Day of Attendance* date for one or more students.

Schedule a Batch Withdrawal

From the drop down list, choose the *Update Last Day of Attendance* option.

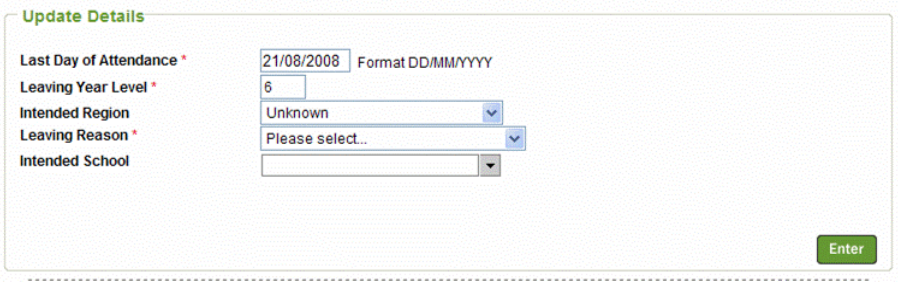
Enter the search criteria to select students who are withdrawing from your school: *Current Year Level* and *Gender,* then click the *Find Students* button.



Select students from the list who are withdrawing from your school by either clicking the check-box or using the *Update All* button.

For each student tick *Teaching and Learning Notes* where appropriate.

Update Details



It is helpful when preparing batch withdrawals at the end of the year, to group students with the same Leaving Details. For example, all students transferring to the same school would be done in one batch and all students leaving the school system would be done in another batch.

To ease administrator workload in term 4, the processing of End of Year Leavers can start, at any time, in the last 4 weeks of the school year.

Process groups of leavers by using the last day of Term 4 as the Last day of Attendance. (This is the only situation that ENROL will accept a future date.)

The students will remain enrolled until the last day of term.

Group your leavers based on their Leaving Reasons and/or Intended School and enter the following details:

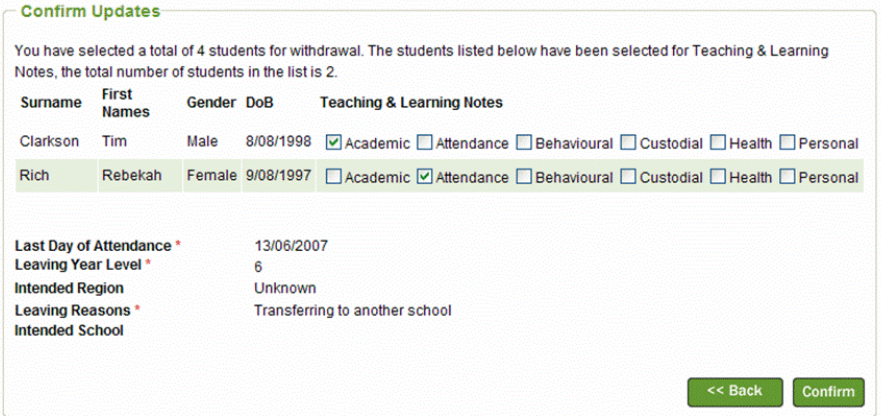
- Last Day of Attendance
- Leaving Year Level (i.e. Year of Learning)
- Intended Region
- Leaving Reason & (Post School Activity where appropriate)
- Intended School

Click the *Enter* button.

Identifying the *Intended School* and *Intended Region* will assist with tracking for non-enrolment.

Confirm Updates

Confirm the students you are updating and tick the specific Teaching and Learning Notes for each student. Click the *Confirm* button.



Withdraw an Individual Student

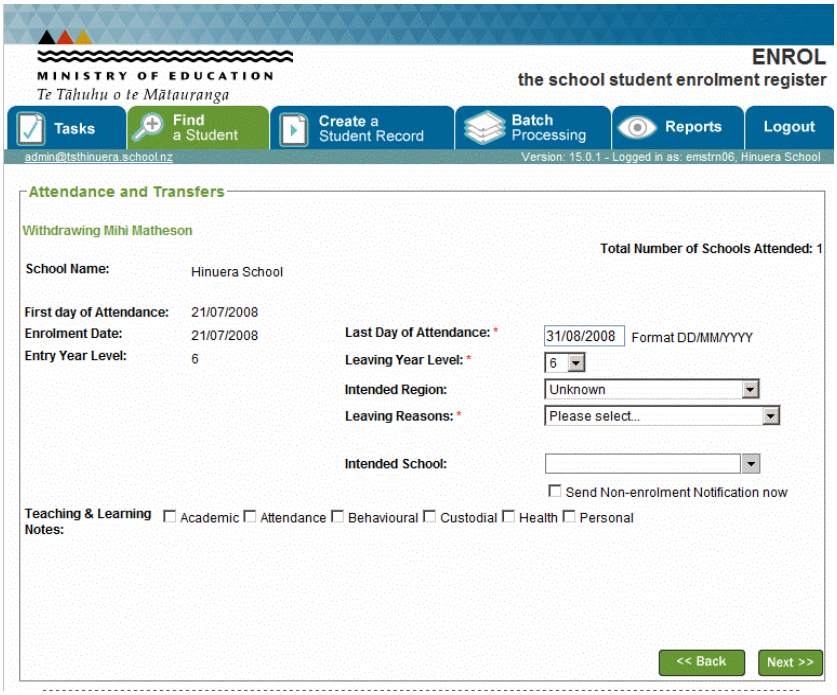
This will either happen at the end of the year for individual students who are withdrawing from your school but are not in Year 6, Year 8 or Year 13 (when you would use *Batch Processing*) or throughout the year when you have students transferring to another school.

Reasons

There will be one of three scenarios that will require you to withdraw your students.

- The school is notified that the student will no longer be attending your school.
- The student is absent for 20 days without advising the principal that it is a temporary absence.
- ENROL requests you to enter the *Last Day of Attendance* for a student as they are trying to enrol elsewhere.

To withdraw a student, use the *Find a Student* button on the Toolbar, view Student Details and then click on the *Withdraw Student* button.



Enter the following details:

- Last Day of Attendance
- Leaving Year Level (i.e. Year of Learning)
- Intended Region
- Leaving Reason & (Post School Activity where appropriate)
- Intended School

Set any Teaching and Learning Notes and then click the *Next* button.

The Student Details page is displayed for you to confirm the changes. Click the *Save* button to complete the withdrawal.

You will be able to make corrections to enrolment information for a student you have withdrawn from your school, if your school was the last school attended and the student has not already enrolled elsewhere.

Use Find a Student, set the School option to *Not at my School*, click the *Edit Enrolment* button on the student's details page.

How to Withdraw Students in a Batch

Step	Action
1.	Click on the *Batch Processing* Toolbar button.
2.	From the drop down list, choose the *Update Last Day of Attendance* option.
3.	Enter the search criteria to select students who are withdrawing from your school: *Current Year Level* and *Gender,* then click the *Find Students* button.
4.	Select students from the list who are withdrawing from your school by either clicking the check-box or using the *Update All* button.
5.	For each student tick *Teaching and Learning Notes* where appropriate.
6.	Enter the *Last Day of Attendance, Leaving Year Level* (i.e. Year of Learning)*, Intended Region, Leaving Reason* and *Intended School*, and click the *Enter* button. Identifying the *Intended School* and *Intended Region* will assist with tracking for non-enrolment.
7.	Confirm the students you are updating and tick the specific *Teaching and Learning Notes* for each student. Click the *Confirm* button.

How to Withdraw an Individual Student

Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to *At my School*.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s).*
4.	All students matching the criteria are returned in a list. Click on the individual student's name to view their details. To return to the Search Results click on the *Back to List* button.
5.	Click on the *Withdraw Student* button.
6.	Complete the Attendance and Transfers screen, including the *Last Day of Attendance* date*, Leaving Year Level* (i.e. Year of Learning)*, Intended Region, Leaving Reason*, and *Intended School,* set any *Teaching and Learning Notes* and then click the *Next* button.
7.	The Student Details page is displayed for you to confirm the changes. Click the *Save* button to complete the withdrawal.
	You will be able to make corrections to enrolment information for a student you have withdrawn from your school, if your school was the last school attended and the student has not already enrolled elsewhere. Use Find a Student, set the School option to *Not at my School*, click the *Edit Enrolment* button on the student's details page.

How to Correct Enrolment Information for an Individual Student that is Withdrawn

Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to *Not at my School*.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s).*
4.	All students matching the criteria are returned in a list. Click on the individual student's name to view their details. To return to the Search Results click on the *Back to List* button.
5.	Click on the *Edit Enrolment* button.
	You will only be able to make corrections to enrolment information for a student you have withdrawn from your school, if your school was the last school attended and the student has not already enrolled elsewhere.
6.	Complete the Edit Enrolment screen including corrections to the *Last Day of Attendance* date*, Leaving Year Level* (i.e. Year of Learning)*, Intended Region, Leaving Reason*, and *Intended School,* and then click the *Next* button.
7.	The Student Details page is displayed for you to confirm the changes. Click the *Save* button to update the enrolment information.

Non-Enrolment Notification

Introduction

Non-Enrolment forms and notifications will be created in two instances:

1. An automatic form and notification will be generated after a student has been withdrawn for 20 consecutive school days and has not enrolled at another school.
2. When withdrawing a student you can choose to *Send a Non-Enrolment Notification now* by clicking the check-box on the Attendance and Transfers screen. You may want to do this if you wish to start the Non-Enrolment process before the standard 20 days has elapsed, for example, if a student is at risk, or you have reason to be concerned about their on-going attendance.

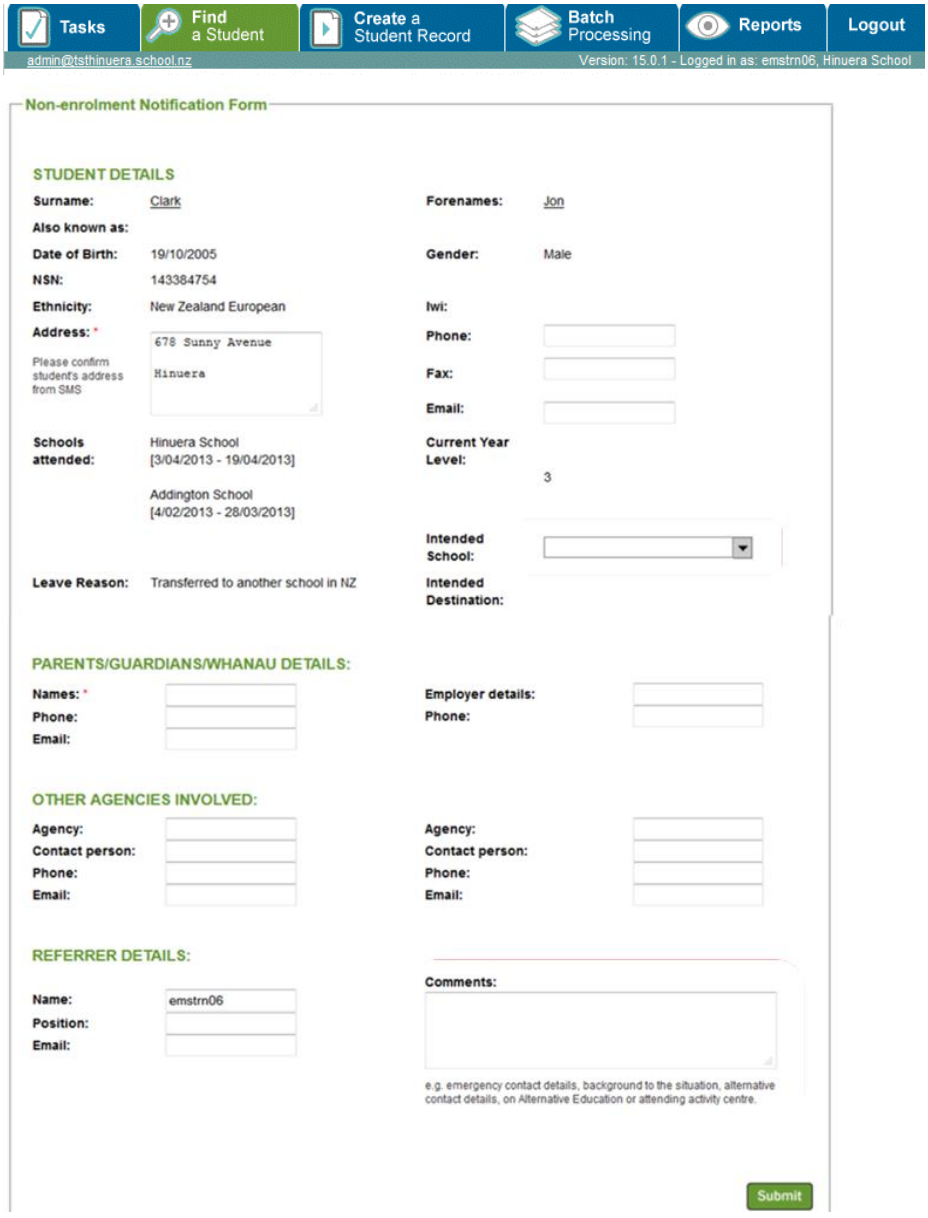
   A partially completed Non-Enrolment Notification form is displayed for the school to complete with any additional information known, e.g. parent contact details. The form will then be submitted electronically to the Ministry.

When the student enrols at another school, ENROL will email your school to advise you of this and the non-enrolment process stops.

If a student does not re-enrol after 20 school days a Non-Enrolment Notification form must be completed and submitted to the Ministry within 5 school days.

If more useful information becomes available after the Non-Enrolment Notification form was initially submitted, you should contact your local Attendance Service. If you do not know who your local Attendance Service is, contact your local Ministry of Education office. The Ministry can make sure this information is passed on to the Attendance Service to assist them in locating the student.

Non-Enrolment Notification



Automatically Generated Form	ENROL will generate the form when 20 school days have elapsed since the date you recorded the students' *Last Day of Attendance*. A Task will be added to your Task list for you to complete within five days and you will be emailed to advise that you have a Task requiring your attention. In ENROL, click on the Task and complete the form and click the *Submit* button to send it to the Ministry.
Manually Generated Form	There may be circumstances when it is appropriate to start the non-enrolment process before 20 school days have elapsed, for example, if a student is at risk or you have reason to be concerned about their on-going attendance. A Non-Enrolment form can be completed and sent to the Ministry before the student has been absent for 20 school days at the principal's discretion. In this situation, withdraw the student and click in the check-box *Send Non-Enrolment Notification now*.
Student Details Updated	All occurrences of when non-enrolment notifications have been generated are recorded in the Student Details.
	Non-Enrolment Notifications can't be cancelled.

How to Create a Non-Enrolment Notification Form

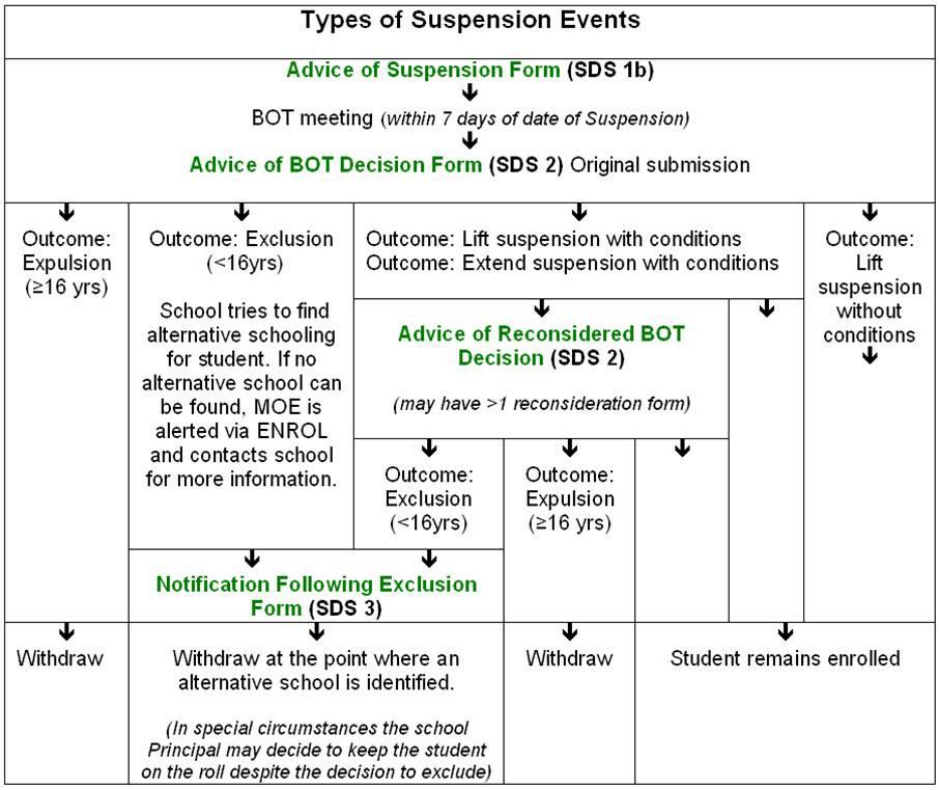
Step	Action
1.	Click on the *Find a Student* Toolbar button.
2.	Set the School option to *At my School*.
3.	Enter in the search criteria to determine the students that will be returned in the Results list and click the *Find a Student* button. Mandatory fields are *National Student Number* or *Surname* and *First Name(s)*.
4.	All students matching the criteria are returned in a list. Click on the individual student's name to view their details. To return to the Search Results click on the *Back to List* button.
5.	Click on the *Withdraw Student* button and complete all details. Tick the check-box named *Send Non-Enrolment Notification now* and when you click *Save* the Non-Enrolment Notification form, with pre-populated information that ENROL already knows about this student, will be displayed for you to complete.
6.	Complete the remainder of the form with all other details known about this student and click the *Submit* button to send the form to the Ministry.

Stand-downs and Suspensions

Introduction	It is mandatory to submit Stand-down and Suspension forms through ENROL.
	To view or process a Stand-down or Suspension for a student at your school, click the Stand-down & Suspension button on the *Student Details* screen.
	You can print out templates of all Stand-down and Suspension forms from the Ministry of Education website.
Advice of Stand-down	When a student is stood-down, process the stand-down in ENROL. Use the *Find a Student* button on the Toolbar, find & view the *Student Details* screen and then click on the *Stand-downs & Suspensions* button. On screen, check the cumulative total number of days this student has been stood-down during this academic year (maximum 5 per term and 10 per year). Select the *Advice of Stand-down* button & complete the pre-populated form. Mandatory fields include: • Date of Stand-down *(i.e. Date of decision to stand-down)* • Length of Stand-down • Grounds for Stand-down • Predominant Behaviour • Reason for Principal's decision to stand-down student
Submission & Confirmation	Check that the information is correct before using the *Submit* button. The *Stand-down and Suspensions Details* screen is displayed. This shows the student's stand-down details. We recommend you print a copy of the forms submitted to Ministry by clicking the print button next to the SDS event. **Keep this printout for your records**.
Cancellation 	In the event of an error, using the *Cancel* button takes you to the *Cancel* screen, where you must select one option from the following drop down menu. Reason for Cancellation: • Incorrect student selected • Incorrect SDS form submitted • Incorrect date submitted • Incorrect information submitted Use the *Submit* button to process the cancellation. You can only cancel the most recent stand-down event of a student enrolled at your school (or recently withdrawn but not enrolled elsewhere.)
	On the *Student Details* Screen Currently Stood-down appears in red text.
Advice of Lifting Stand-down	When a stand-down is lifted, this is processed in ENROL. Use the *Find a Student* button on the Toolbar, view the *Student Details* page and click on the *Stand-downs & Suspensions* button. Select the *Advice of Lifting Stand-down* button & complete the pre-populated form. Mandatory fields include: • Date of Stand-down Lifting • Number of days lifted • Reason for decision to lift stand-down • Parent has been informed?
Submission & Confirmation	Check that the information is correct before using the *Submit* button. The *Stand-down and Suspensions Details* screen is displayed. This shows the student's stand-down

details.

We recommend you print a copy of this form by clicking the print button next to the SDS event. **Keep this printout for your records**.


Types of Suspension Events
Advice of Suspension Form (SDS 1b)
BOT meeting (within 7 days of date of Suspension)
Advice of BOT Decision Form (SDS 2) Original submission
Outcome: Expulsion (≥16 yrs)
Outcome: Exclusion (<16yrs)
School tries to find alternative schooling for student. If no alternative school can be found, MOE is alerted via ENROL and contacts school for more information.
Outcome: Lift suspension with conditions
Outcome: Extend suspension with conditions
Outcome: Lift suspension without conditions
Advice of Reconsidered BOT Decision (SDS 2)
(may have >1 reconsideration form)
Outcome: Exclusion (<16yrs)
Outcome: Expulsion (≥16 yrs)
Notification Following Exclusion Form (SDS 3)
Withdraw
Withdraw at the point where an alternative school is identified.
(In special circumstances the school Principal may decide to keep the student on the roll despite the decision to exclude)
Withdraw
Student remains enrolled

Advice of Suspension

When a student is suspended, process the suspension in ENROL. Use the *Find a Student* button on the Toolbar, view the *Student Details* page and then click on the *Stand-downs & Suspensions* button. Select the *Advice of Suspension* button & complete the pre-populated form.

Mandatory fields include:

- Names & Address of Parent/Guardian
- Date of Suspension
- Grounds for Suspension
- Predominant Behaviour
- Reason for Principal's decision to suspend student
- Why has suspension been chosen over other interventions?

Submission & Confirmation

Check that the information is correct before using the *Submit* button. The *Stand-down and Suspensions* details screen is displayed. This shows the student's suspension details.

We recommend you print a copy of this form by clicking the print button next to the SDS event. **Keep this printout for your records**.

Cancellation

Cancel Suspension

In the event of an error, using the *Cancel* button takes you to the *Cancel* screen, where you must select one option from the following drop down menu.

Reason for Cancellation:

- Incorrect student selected
- Incorrect SDS form submitted
- Incorrect date submitted
- Incorrect information submitted

Use the *Submit* button to process the cancellation.

You can only cancel forms submitted from the most recent suspension event of a student enrolled at your school (or recently withdrawn but not enrolled elsewhere.)

On the *Student Details* Screen Currently Suspended appears in red text.

Advice of BOT Decision

When the school board of trustees has made a decision about the suspended student, process this in ENROL.

Use the *Find a Student* button on the Toolbar, view the *Student Details* screen and then click on the *Stand-downs & Suspensions* button. Select the *Advice of BOT Decision* button & complete the pre-populated form.

Mandatory fields include:

- Date of Board Meeting
- Reason for Board of Trustees decision
- Board Decision

Submission & Confirmation

Check that the information is correct before using the *Submit* button. The *Stand-down and Suspensions* details screen is displayed. This shows all the student's suspension details processed at your school.

We recommend you print a copy of this form by clicking the print button next to the SDS event. **Keep this printout for your records**.

Cancellation

Cancel BOT Decision

In the event of an error, using the *Cancel* button takes you to the *Cancel* screen, where you must select one option from the following drop down menu.

Reason for Cancellation:

- Incorrect student selected
- Incorrect SDS form submitted
- Incorrect date submitted
- Incorrect information submitted

Use the *Submit* button to process the cancellation.

You can only cancel forms submitted from the most recent suspension event of a student enrolled at your school (or recently withdrawn but not enrolled elsewhere.)

Advice of BOT Reconsideration

When the school Board of Trustees has made a decision to either lift or extend the suspension with conditions, process this in ENROL.

Use the *Find a Student* button on the Toolbar, view the *Student Details* screen and then click on the *Stand-downs & Suspensions* button. Select the *Advice of BOT Reconsideration* button & complete the pre-populated form.

Mandatory fields include:

- Date of Board Meeting
- Reason for Board of Trustees decision
- Board Decision
- Reasonable Conditions (*if decision is to Lift Suspension with conditions*)
- Student will return to school on (*if decision is to Extend Suspension with conditions*)
- Conditions (if decision is to Extend Suspension with conditions)

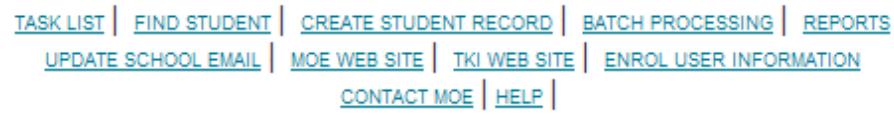
Submission & Confirmation	Check that the information is correct before using the *Submit* button. *The Stand-down and Suspensions Details* screen is displayed. This shows all the student's suspension details processed at your school. We recommend you print a copy of this form by clicking the print button next to the SDS event. **Keep this printout for your records**.
Cancellation Cancel BOT Decision	In the event of an error, using the *Cancel* button takes you to the *Cancel* screen, where you must select one option from the following drop down menu. Reason for Cancellation: • Incorrect student selected • Incorrect SDS form submitted • Incorrect date submitted • Incorrect information submitted Use the *Submit* button to process the cancellation. You can only cancel forms submitted from the most recent suspension event of a student enrolled at your school (or recently withdrawn but not enrolled elsewhere.)
Notification Following Exclusion	When a decision has been made to exclude a student, process the exclusion in ENROL. Use the *Find a Student* button on the Toolbar, view the *Student Details* page and then click on the *Stand-downs & Suspensions* button. Select the *Notification Following Exclusion* button & complete the pre-populated form. Either enter the student's return date, or check the *Unable to find other school for excluded student* checkbox. Add all the details of schools who were contacted but declined the student.
Submission & Confirmation	Check that the information is correct before using the *Submit* button. The *Stand-down and Suspensions Details* screen is displayed. This shows all the student's suspension details processed at your school. We recommend you print a copy of this form by clicking the print button next to the SDS event. **Keep this printout for your records**.
	Enrolment Rule 3d stipulates that the student will remain on your roll until an enrolment in the next school is confirmed, at which time you will process the student's withdrawal.
Cancellation Cancel Exclusion follow-up	In the event of an error, using the *Cancel* button takes you to the *Cancel* screen, where you must select one option from the following drop down menu. Reason for Cancellation: • Incorrect student selected • Incorrect SDS form submitted • Incorrect date submitted • Incorrect information submitted Use the *Submit* button to process the cancellation. You can only cancel forms submitted from the most recent suspension event of a student enrolled at your school (or recently withdrawn but not enrolled elsewhere.)

Tasks and Emails

Introduction

Tasks are automatically created and added to your Task list by ENROL. Each Task must be actioned promptly. At the time the Task is created, an email will be sent to advise you there is a Task requiring your attention.

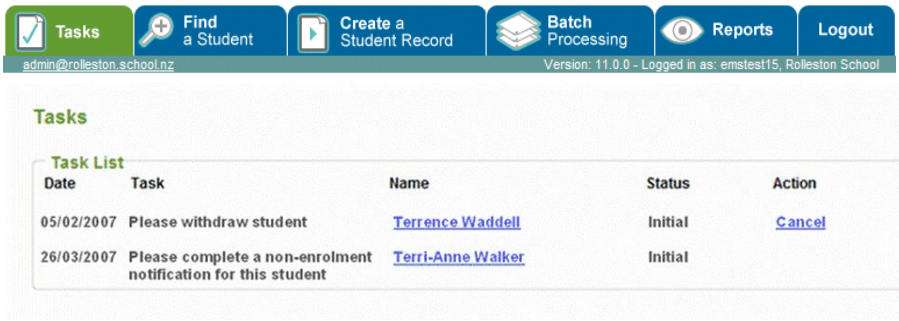
Update School Email


TASK LIST | FIND STUDENT | CREATE STUDENT RECORD | BATCH PROCESSING | REPORTS
UPDATE SCHOOL EMAIL | MOE WEB SITE | TKI WEB SITE | ENROL USER INFORMATION
CONTACT MOE | HELP |

The email address used by ENROL is the one entered using the *Update School Email* link at the bottom of the screen. The email address currently used by ENROL for your school is displayed on the left hand side of the bar beneath the Toolbar.

It is important to check the email address set within ENROL, and ensure it is current, or you will not receive emails to alert you to actions required by you in ENROL. It is also important that the emails are checked and actioned regularly.

Click on the *Tasks* Toolbar button.



Tasks generated by ENROL must be completed within five school days.

Tasks

The different Tasks that will be generated are:

1. Please complete a Non-Enrolment Notification for this student
2. Please withdraw student
3. Update Verification Document

Cancel

If you are being requested to withdraw a student by another school, but it has transpired that they will now continue to be enrolled in your school, you could cancel the Task.

Emails

In addition to an email being sent at the time of a Task being created, emails will also be sent in the following circumstances.

Email Subject Heading	Message Content
Cancelled Task: “task name” for “student name”	The school has cancelled the following task: “task name” for “student name”.
Completed Task: School “school name”	The School has completed the following task: “task name” for “student name”.
“student name” cancelled.	“Student name” has been removed from your task list because their pending enrolment at another school was cancelled.
Overdue tasks, School “school name”	Reminder - The Enrol system has tasks for your school that have been outstanding for more than five school days. Please login to the enrol task list and action this task. Note: MOE have received a copy of this email.
Withdraw Student “student name”	Student “student name” has presented for enrolment at another school. Can you please login to the Enrol Task List and complete the leaving details for this student. If you disagree with this request, do nothing. You will be contacted by either MoE or the other school, ”school name”.

Action Required: Pending enrolment for "student name"	School "school name" cancelled the Request to Withdraw task for "student name". If the student is attending your school please contact "school name" and ask them to withdraw this student. If the student is not attending your school please remove the pending enrolment by going to the Student Details screen, clicking on the Enrol button then clicking on the Remove Enrolment button.
Enrolment for Student "student name" is complete	The pending enrolment for student "student name" is now complete. No further action is required. However, you now have full access to their record.
Non-enrolment Notification for Student "student name", School "school name"	Student "student name" NSN 9999999 has now been withdrawn from your school for 20 school days. Please login to the Enrol Task List to complete the Non-enrolment Notification and submit to MoE.
Document needs to be updated for Student "student name" (8 day notice)	The "Verification Document Type" of "student name", "NSN" expires on "document expiry date". Make sure that the student presents a valid document and update the Verification Document and Eligibility Criteria in ENROL within 5 school days.
Document needs to be updated for Student "student name" (21 day notice)	The "Verification Document Type" of "student name", "NSN" expires on "document expiry date". Please ensure that the student presents a renewed document and update ENROL.
Document needs to be updated for Student "student name"	The "Verification Document Type" of "student name", "NSN" expired on "document expiry date". Make sure that the student presents a valid document and update the Verification Document and Eligibility Criteria in ENROL within 5 school days.
Student "student name" is enrolled at another school	Student "student name" is currently enrolled at "school name". That school has been sent a request to withdraw the student. Until this happens your enrolment of "student name" will not be completed.
Student "student name" has enrolled at another school	Student "student name" is now enrolled at school "school name". The Non-enrolment Notification Task for "student name" will be removed from your task list.
Student "student name", "NSN" entered an Activity Centre	Student "student name", "NSN" entered the Activity Centre "activity centre name" on "date".
Student "student name", "NSN" left Activity Centre	Student "student name", "NSN" left the Activity Centre "activity centre name" on "date".
Student "student name", "NSN" entered AE	Student "student name", "NSN" entered AE on "date". The Provider is "alternative education provider".
Student "student name", "NSN" finished AE	Student "student name", "NSN" finished AE on "date".
Student "student name", "NSN" entered a Secondary Tertiary Programme	Student "student name", "NSN" entered a Secondary Tertiary Programme on "date". The Provider is "secondary tertiary programme".
Student "student name", "NSN" finished a Secondary Tertiary Programme	Student "student name", "NSN" finished a Secondary Tertiary Programme on "date".
The student details in ENROL for "student name" have been updated	The student details for "student name" have been updated because there was more than one set of information in ENROL for the student. Please check the details in ENROL against the details in your SMS for the student.
Stand-down for "student name", "NSN" lifted	The stand-down that was submitted for student "student name", "NSN" effective "date" was lifted by "n^{o}" days, by request of the school on "date"; The original Length of Stand-down days was "n^{o}" ; The number of days lifted was "n^{o}"; The number of days remaining for this stand-down is "n^{o}".
Advice of Stand-down Form for Student "student name", "NSN"	[Completed SDS Form 1a form attached]
Advice of Suspension Form for Student "student name", "NSN"	[Completed SDS Form 1b form attached]
Advice of BOT Decision Form for Student "student name", "NSN"	[Completed SDS Form 2 form attached]

Advice of BOT Reconsideration Form for Student “student name”, “NSN”	[Completed SDS Form 2 form attached]
Notification Following Exclusion Form for Student “student name”, “NSN”	[Completed SDS Form 3 form attached]
Student “student name”, “NSN” entitled to Special Needs Support	Student Student [First name] [Surname], NSN is identified as having access to the following special education support/s: ORS extension Agreement to attend primary over age 14 For further clarification please contact your local Special Education office.

How to Manage Tasks

Step	Action
1.	When you receive an email from ENROL advising you have a new Task to complete, login to ENROL.
2.	Click on the *Tasks* Toolbar button.
3.	To *Action* the Task, click on the name of the Task.
4.	To C*ancel* the Task, click on the Cancel link.

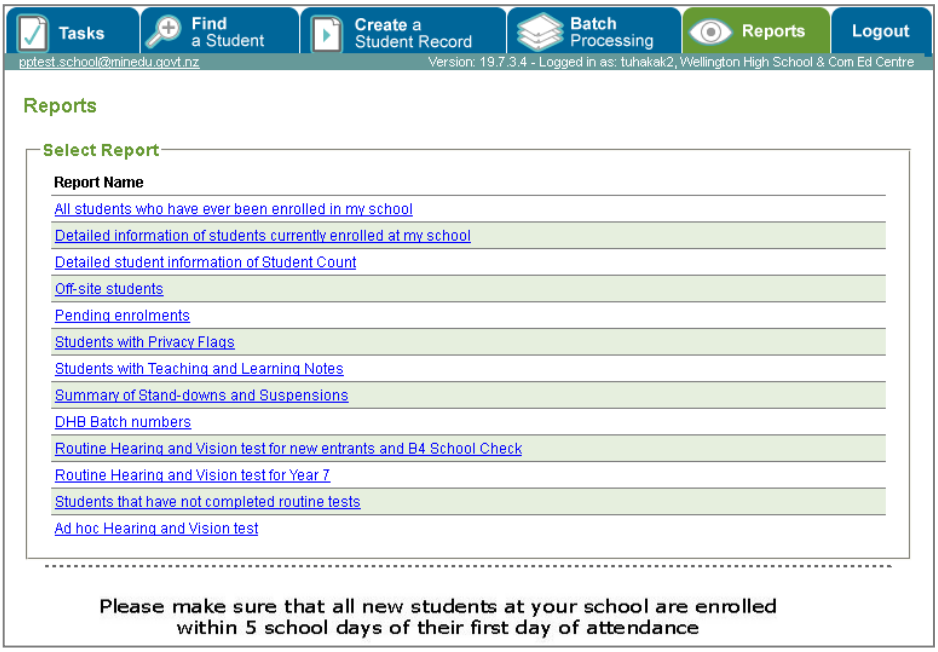
Reports

Introduction	The reports available to a school user will assist with the management of student records and maintaining the accuracy of student data. An individual student report is available when viewing a student's details. The available reports are:

1. *All students who have ever been enrolled at my school*
   This report lists students who were enrolled at your school within a specified date range. It displays National Student Number, Student Name, Date of Birth, Ethnicity, Citizenship, Iwi, First Day of Attendance and Last Day of Attendance. This report is the equivalent of the E19/2C: Register of Admissions and Withdrawals.
2. *Detailed information of students currently enrolled at my school*
   This report lists the students currently enrolled at your school according to ENROL. It also includes some useful statistics: total number of students enrolled at the current date; total number of students enrolled in report year; total number of students who have left school in report year.
3. *Detailed student information of Student Count*
   This report lists details of all students currently enrolled at your school as at the report creation date and time. It includes student details that affect funding including Age, Current Year Level, Eligibility Status, Part-time flag and Off-site unit flag. This report includes pending enrolments at the date and time specified by the report criteria.
4. *Off-site students*
   This report lists all students currently attending an off-site unit as at the report creation date and time. It includes the Type of off-site unit, Start Date and Finish Date.
5. *Pending enrolments*
   This report lists students, as at the report creation date and time, who have a Pending Enrolment status: either currently enrolled at another school, pending enrolment at your school; or currently enrolled at your school, pending enrolment at another school.
6. *Students with Privacy Flags*
   This report lists the students at your school who currently have a Privacy Flag set.
7. *Students with Teaching and Learning Notes*
   This report lists the students at your school who currently have Teaching and Learning Notes set.
8. *Summary of Stand-downs and Suspensions*

   This report lists all Stand-downs or Suspensions for a given period. No student details are included in this report.
9. *DHB – Batch Numbers*
   This report lists all the batch numbers for routine or ad hoc reports generated by the school. It includes the date the reports were created.
10. *Routine Hearing and Vision test for new entrants and B4 School Check*
    Use this report to view the test results of a Routine New Entrant and B4 School Check test for a group of students, as entered by District Health Board Vision and Hearing Technicians.
11. *Routine Hearing and Vision test for Year 7*
    Use this report to view the test results of a Routine Year Seven test for a group of students, as entered by District Health Board Vision and Hearing Technicians.
12. *Students that have not completed routine tests*
    This report is used for generating a list of students to be tested, for either the Routine New Entrant and B4 School Check or Routine Year 7 test type. It is to be generated, by the Vision and Hearing Technician or the school ENROL administrator, prior to testing.
13. *Ad hoc Hearing and Vision Test*
    This report is used to list an individual student, or small group of students, who require testing outside of the routine tests, at any time of the year. This report is to be generated per test type (for example, a GP request or a parent request). The report can be created by either the Vision and Hearing Technician or the school ENROL administrator prior to testing.

Click on the *Reports* Toolbar button.


Tasks
Find a Student
Create a Student Record
Batch Processing
Reports
Logout
pptest.school@minedu.govt.nz
Version: 19.7.3.4 - Logged in as: tuhakak2, Wellington High School & Com Ed Centre
Reports
Select Report
Report Name
All students who have ever been enrolled in my school
Detailed information of students currently enrolled at my school
Detailed student information of Student Count
Off-site students
Pending enrolments
Students with Privacy Flags
Students with Teaching and Learning Notes
Summary of Stand-downs and Suspensions
DHB Batch numbers
Routine Hearing and Vision test for new entrants and B4 School Check
Routine Hearing and Vision test for Year 7
Students that have not completed routine tests
Ad hoc Hearing and Vision test
Please make sure that all new students at your school are enrolled within 5 school days of their first day of attendance

Click on the name of the Report you would like to create.

If the report type requires it, set the report criteria the report will display results for and click the *Confirm* button; otherwise just click the *Confirm* button.

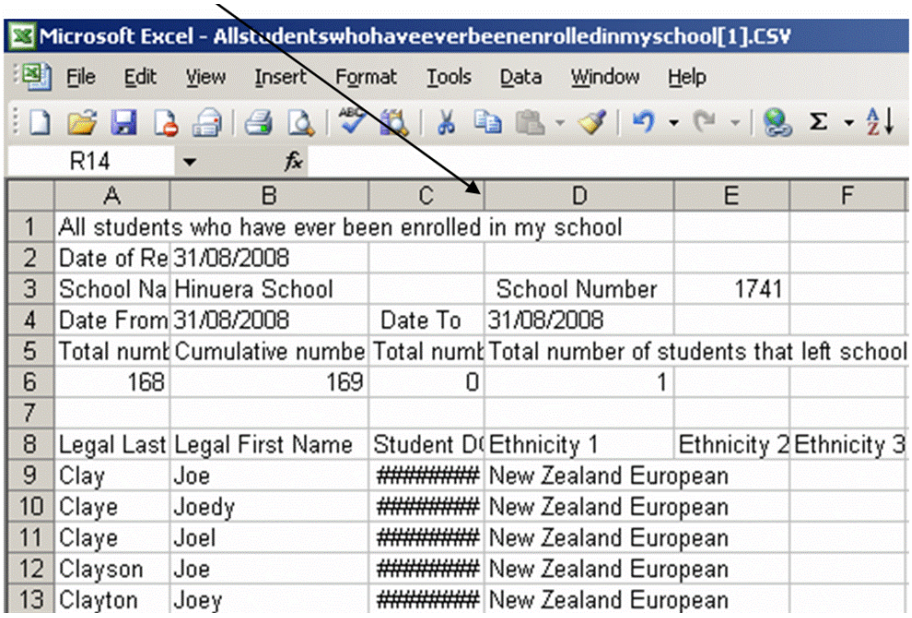
Open or Save

You can choose to open the report on screen, to view it or to save it to your computer. The report is a Comma Separated Value file (.csv) type so you will be able to use Microsoft Excel to edit it.

Size Columns

If a column is not wide enough to display the data when you review the report, Excel will fill the column with #### until you widen the column.

To automatically set the column to show all data, double click on the black vertical line separating the column heading,
e.g. to increase the size of column C, double click on the black vertical line between the column headings C and D.


Microsoft Excel - Allstudentswhohaveeverbeenenrolledinmyschool[1].CSV
File Edit View Insert Format Tools Data Window Help
R14
All students who have ever been enrolled in my school
Date of Re 31/08/2008
School Na Hinuera School
School Number 1741
Date From 31/08/2008
Date To 31/08/2008
Total numb Cumulative numbe Total numb Total number of students that left school
168 169 0 1
Legal Last Legal First Name Student D Ethnicity 1 Ethnicity 2 Ethnicity 3
Clay Joe ######### New Zealand European
Claye Joedy ######### New Zealand European
Claye Joel ######### New Zealand European
Clayson Joe ######### New Zealand European
Clayton Joey ######### New Zealand European

Sorting Columns	You can sort the report by any column name. To do this, click in the column you would like the table sorted by e.g. Eligibility.
Sort Ascending	If you would like the list sorted in alphabetical order, click the Sort Ascending button on the standard Toolbar.
Sort Descending	If you would like the list sorted in reverse order, click the Sort Descending button on the standard Toolbar.
	If a report does not fit on the page properly when printed, you may need to change the print settings, e.g. File menu, Page Setup, Margins.
	If reports aren't opening on your computer, you may need to update your File Types setting to ensure .csv files open in Microsoft Excel. For assistance, please call the e-Admin Contact Centre – refer to the *Having Problems* chapter for details.

How to Create Reports

Step	Action
1.	Click on the *Reports* Toolbar button.
2.	Click on the name of the Report you would like to create.
3.	If the report type requires it, set the report criteria the report will display results for and click the *Confirm* button; otherwise just click the *Confirm* button.
4.	Click *Open* to view the report on screen or *Save* to save a copy of it to your computer.

Glossary of Fields & Terminology

Archived students

If a student is over 16 (or has been granted early exemption) and has not attended a school for over a year, their ENROL record becomes archived. You can still find archived students by using the *Also include archived students* check-box.

Current Year Level

Current Year Level (i.e. Year of Learning) is recorded in ENROL and it can be changed or updated at any time, but particularly at the time of enrolment or withdrawal. However, be aware that for all enrolled students, it will be automatically incremented by 1 on the 1st of January each year, meaning that a Year 10 student in your school will automatically become a Year 11 student. So when you withdraw or enrol a student, you should check individuals, and update where necessary, to ensure the year level is set correctly.

Early Childhood Education Attendance

The Ministry is interested in gathering data on the Early Childhood Education (ECE) experiences of students when they first enrol at a primary school. Information is requested when a student in enrolling at school for the first time and entering year 1.

You must select one option from the drop down in response to the following question:

Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school?

- Kohanga Reo
- Playcentre
- Kindergarten or Education and Care Centre
- Home based service
- Playgroup
- The Correspondence School - Te Aho o Te Kura Pounamu
- Attended, but only outside New Zealand
- Attended, but don't know what type of service
- Did not attend
- Unable to establish if attended or not

Where a student attended more than one Early Childhood Education service at the same time, use the *Add additional ECE attendance* button. Information for up to three services can be entered. If the child attended one service, but changed to a different service within the six months prior to starting school, please select the last service only, not both.

How many hours per week did the child attend this service?

For every service you will be requested to enter the number of hours per week the child attended the service. For example enter 3.75 if the child attended for three hours and forty five minutes per week. If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of hours per week.

Finally, you will be requested to select one option from the drop down in response to the following question:

Did the child regularly attend Early Childhood Education?

- Yes, for the last 6 months
- Yes, for the last year
- Yes, for the last 2 years
- Yes, for the last 3 years
- Yes, for the last 4 years
- Yes, for the last 5 or more years
- Not regularly, only occasionally with no on-going schedule

"Regularly attend" means the child was booked into a service for sessions each week/fortnight, and generally went to those sessions unless they were sick, or on holiday, or had a family occasion, etc.

Supplying information about ECE attendance may require amendments to your school enrolment forms.

In ENROL, you will be able to view and edit the ECE attendance fields of enrolled student, via the student details screen, as long as the student is in year 1.

Eligibility Criteria	• NZ Citizen (incl. Tokelau, Cook Is., Niue)	domestic
	• Australian Citizen	domestic
	• NZ Resident	domestic
	• International Fee Paying	International
	• Student on Government approved Exchange Scheme	domestic
	• Domestic Time-bound	domestic
	• MOE Approved	domestic
	• 28 Day Waiver	International
International Fee Paying	When the *International Fee Paying* criteria has been selected, a mandatory field will appear for a Weekly Fee (GST Exclusive / NZ currency with 2 decimal places) to be entered into the student's record. The Weekly Fee field will be used to calculate the International Student Levy and the Export Education Levy. The effective from date must not exceed more than a year in the past or 5 days in the future. An error message will display if dates outside of these parameters are entered.	
	Schools that have not signed the Code for Pastoral Care for International Students will not be able to select the International Fee Payer criteria.	
Student on Government approved exchange scheme	When the Student on Government approved exchange scheme criteria has been selected, an additional mandatory field appears. Use the drop down list to specify the name of the Exchange Scheme relevant to your student.	
28 Day Waiver	When the *28 Day Waiver Eligibility Criteria* has been selected, a *Waiver End Date* must be entered. This end date cannot be more than 28 days from the current date. One week before the *Waiver End Date* expires, ENROL will send an email to the school as a reminder. When the *Waiver End Date* expires, ENROL will send an email to the Ministry and the school to advise that the student's *Eligibility Criteria* will now automatically revert to *International Fee Paying*.	
Extended Waiver	If a *28 Day Waiver* has been extended, a *Document Expiry Date* must be entered. This can only be entered by a Ministry of Education ENROL user. Three weeks before the *Extended Waiver Document Expiry Date* expires, ENROL will send an email to the school as a reminder.	
Entry Year Level	When creating an ENROL record for a new entrant, select Entry Year Level 1. On 1st January, the records for all Year 1 students will be incremented to Year 2 automatically, except for those students who started after 1 July. In ENROL, these records will increment to Year 2 automatically on the following year, meaning these students remain at Year 1 for up to 18 Months. Therefore, schools will need to adjust the Current Year Level for students falling outside this rule.	
First Day of Attendance	Enrolments can be entered retrospectively in ENROL. However, ENROL must be updated within five school days.	
Future First Day of Attendance	It is not possible to create pre-enrolments using a future date for the *First Day of Attendance*. ENROL is designed especially for students currently attending a school.	
Keep Information Private	Checking this Privacy Flag prevents other schools (except the current school and the Ministry) from viewing the list of schools attended by this student. This flag should only be used in formally identified situations such as, the issuing of a protection order under the Domestic Violence Act 1975, a restraining order under the Harassment Act 1997, where the student or a family member is under a witness protection programme under the Evidence Act 1958, or where the school believes the risks are sufficiently serious to warrant its use.	

Leaving Reason	When withdrawing students, you must enter a Leaving Reason. The options for *Leaving Reason*, dependent on the age of the student, could include: • Transferred to another school in NZ • Gone overseas • Deceased • Expulsion *(for students aged 16 and over only)* • End of Schooling *(for students aged 16 and over only)* • Exclusion *(for students aged < 16)* • Continuous Absence
National Student Number	The NSN is a unique identification number given to every student. An NSN may be assigned either when the student registers with an Early Childhood Education service or when the student enrols at school for the first time. It appears on the *Student Details* screen in ENROL.
	With reference to Enrolment Rule 5g, the NSN cannot be used for purposes that are outside those listed in the 2006 changes to the Education Act. Ministry Website
Off-site Unit	Check the Off-site flag, for students enrolled at your school but attending at another location. Once checked, the following additional field will be displayed on the screen. Select the Type of Off-site unit attended from a drop down list.
Unit Type	• Activity Centre • Alternative Education (AE) • Maori Medium Satellite • Secondary Tertiary Programme • Teen Parent Unit (TPU)
Unit Name	After selecting the Type of Off-site unit the student is attending, an additional field appears for you to enter the Institution Name (for TPU and Maori Medium Satellite), or the name of the AE Provider or Activity Centre. The name of the Secondary Tertiary Programme is not requested.
Begin Date	Once the Type and Name of the Off-site unit are selected, you must enter the first day of attendance at the unit using the Begin Date field.
Finish Date	An optional Finish Date field will be available for students currently attending an Off-site unit.
Part-Time	When enrolling a student or editing students details you will be able to set the Part-time flag for students when applicable.
Post School Activity	If the selected Leaving Reason is “Gone Overseas”, “Expulsion” or “End of Schooling”, a mandatory field will appear: Post School Activity. Select one option from the drop down list. • Further Education or Training • Employment and further education/training • Employment • Other • Unknown

Special Education Flags

Special Education students are flagged in ENROL.

Special Education Flags are managed by the Ministry of Education and any activated flags will be visible on the *Student Details* screen (just above the student's physical address).

Your school will receive an email from ENROL, if a *Special Education Flag* is set for one of your current students, or your school enrols a student with an activated flag.

There are 6 Special Education Flags:

- ORS
- ORS-Extension
- High Health
- Agreement to attend primary over age 14
- Agreement to attend school over age 19
- Enrolment in Special School

The email notification from ENROL about this Special Education student will outline any entitlement to additional teacher staffing, teacher aide time or specialist support for the school and student.

To see a list of all flagged students & the dates the flags were activated, create the *Detailed information of students currently enrolled at my school* report.

Teaching and Learning Notes

☐ Academic ☐ Attendance ☐ Behavioural ☐ Custodial ☐ Health ☐ Personal

These are used when a student transfers to another school and there is information the new school will require in order to provide appropriate placement, care and management of the student. So, ticking a Teaching and Learning Note check-box is an indication to the principal at the next school to get in touch with your school's principal so that specific details of the Note can be passed on.

It is a school principal's decision as to whether their school will use Teaching and Learning Notes in ENROL and therefore the absence of Teaching and Learning Notes does not indicate that there aren't extenuating circumstances relating to the student.

Teaching and Learning Notes are to identify both positive and negative situations. For example, if using the Academic Note check-box, you may be indicating that the student excels in some academic areas or that they have special needs in some academic areas.

Teaching and Learning Notes set by the previous school can only be viewed after the student is enrolled in your school. The Teaching and Learning Notes can only be updated when the student leaves your school, but existing ones can be viewed with the Student Details.

All Teaching and Learning Notes except Custodial and Health have a life span of 12 months, at which time they will be automatically removed. If a student withdraws from a school within this 12 month period, the Notes will remain active, however if they then enrol in another school (i.e. 2 schools since the Note was set) then the Notes are not transferred.

🕮	Supporting information for any Teaching and Learning Notes must be kept on the student's file.
Academic	This Note should highlight both positive and negative situations, e.g. the student is a gifted student and has particular abilities in some areas that require special mention, such as working at different academic levels beyond their age. This Note can also highlight situations that need special attention, e.g. learning disabilities, in receipt of special education services or is generally at an academic level below what is expected for their age.
Attendance	This Note should highlight a problem with the attendance of the student. Problems could include truancy (i.e. unjustified absences), frequent justified absences e.g. health or family reasons such as looking after the family, or returning to their home country for short periods.
Behavioural	This Note is used to highlight situations where knowledge of the behaviour or personality of the student will be relevant to the management of the student, the staff or to the school. This behaviour could include bullying of other students or staff, verbal or physical abuse of students or staff, or need of student support services.

Custodial	This Note should be used for students where the custodial situation is, or has the potential to be, problematic for a school or the student. This could include custody arrangements between parents/caregivers that affect whom can collect or access information about the student. Situations where CYF has co-guardian status for the student could also be noted here.
Health	This Note should be used to highlight serious health issues which can affect the student's safety or learning abilities. These issues could include severe allergies, chronic illnesses or a disability, e.g. hearing, vision or on-going medication requirements.
Personal	This Note should be used to highlight special circumstances for a student, e.g. they may be extremely shy, be uncomfortable in large crowds, or they may be facing stressful situations at home such as serious illness in the family, which has affected the student's engagement in school.

Verification Documents	For every student, it is mandatory to select one of the follow types of verification document and supply the serial number in the field provided. • NZ Birth Certificate • NZ Passport • Australian Passport • NZ Residency Permit • Visa domestic • Visa with conditions of study • NZ Citizenship Certificate • Birth Certificate (Cook Island, Niue, Tokelau) • Certification of Naturalisation (Cook Island, Niue, Tokelau) • Certification of Registration (Cook Island, Niue, Tokelau) • Letter of Confirmation (Cook Island, Niue, Tokelau) • Principal Discretion
Document Expiry Date	If the student's *Eligibility Criteria* is one of the following: • Domestic Time-bound • International Fee Paying • Student on Government Approved Exchange Scheme then the *Document Expiry Date* must be displayed in the *Student Details* screen. When a student with an expired verification document enrols at your school you will receive email notification and also *an Update Verification Document* task to update the Verification Document and Eligibility Criteria.
Update Verification Document	When a verification document of a student currently enrolled at your school is due to expire, you will receive an email from ENROL, three weeks (21 calendar days) before the *Document Expiry Date.* Then, eight calendar days before the *Document Expiry Date,* you will be asked to complete an *Update Verification Document* Task. This task requires that the student's Verification Document Type, Serial Number and Eligibility Criteria are updated within five school days.

Enrolment Rules

Rules for Student Enrolments using ENROL: the school student enrolment register

Definitions

In these rules, unless the context otherwise requires:

"Authorised user" means a person who has completed a user authorisation form and who has been provided with access to ENROL by the Ministry.

"ENROL" means the enrolment management system established by the Ministry to provide a central enrolment record for all school students. The system is accessed at www.educationalleaders.govt.nz.

"Ministry" means the Ministry of Education.

"Parent" means a person who is a student's mother, father, or guardian.

"Principal" means the principal of a registered school.

"Student" means a person enrolled in a registered school as a student, whether as a domestic student or an international student.

"Task" means an action initiated by ENROL that a school must complete.

Rule 1 – Enrolling a Student

1.1 When enrolling a student, every principal must ensure that:

a. ENROL is checked to confirm whether an enrolment record already exists for the student;
b. ENROL is updated within 5 school days of the student attending the school. A student is not officially enrolled at the school unless indicated as such within ENROL;
c. where a student, who is not a New Zealand citizen, Australian citizen or New Zealand resident, transfers to another school, ENROL is updated with:

   - the student's eligibility status;
   - the type of verification document used to verify the eligibility status and the serial number and expiry date; and
   - the student's country of citizenship;

d. where a student wishes to be enrolled under an alternative name, that name is entered in the "Aliases" field on the same enrolment record as the student's legal name;
e. the principal liaises with the principal of another school if a student applying for enrolment is still enrolled at and attending that other school; and
f. the principal checks whether, if the "Keep Information Private" checkbox is activated, this requirement should continue (Rule 5(i) explains when this checkbox should be used). If the principal clears this checkbox, then he or she must be satisfied that the parent has authorised this.

Rule 2 – Creating Records in ENROL

2.1 Every principal must ensure that new ENROL records are created only for:

- new entrants; or
- international students entering a New Zealand school for the first time; or
- students who are returning to the New Zealand school system from overseas who have not previously attended a New Zealand school since ENROL has been in use.

2.2 When creating a new ENROL record for a student, every principal must ensure that the student does not have an existing record and that all the mandatory fields in the new record are completed.

Rule 3 – Updating ENROL when students leave school

3.1 Every principal must ensure that:

a. ENROL is updated within 5 school days with the applicable leaving reason(s), teaching and learning note(s) where necessary, and the last day of attendance when:
    - the school has been advised that the student is no longer attending the school;
    - the student has been absent for 20 school days without the principal being informed that the absence is only temporary; or
    - the student has been absent for fewer than 20 days but the principal has reasonable cause to believe they will not return to school;
b. supporting information is kept on the student's file in the school when teaching and learning notes are included on a student's ENROL record;
c. the names of students younger than 16 who are suspended or excluded remain on ENROL until the earliest of:
    - the day the student is enrolled at another school; or
    - the day the student is given an exemption under section 21 or 22 of the Education Act 1989.
d. the names of students who have turned 16 and who have been suspended remain on ENROL until the earliest of:
    - the day the student is enrolled at another school; or
    - the day the student is expelled from the school; or
    - the day the student leaves school; or
    - 1 January after the student's 19th birthday.
e. students that have applied for an exemption under section 21 or 22 remain on ENROL unless the exemption is approved by the Ministry. The Ministry will then update the student's record in ENROL with the last day of attendance at the school.

Rule 4 – Non-Enrolment Notifications

4.1 Every principal must ensure that:

a. the non-enrolment notification form is completed within 5 school days when a non-enrolment notification task is sent to a school from ENROL.
b. all contact details for the student held by the school, and any additional information (eg involvement with other agencies) that will assist with locating the student, are entered on the non-enrolment notification form. Comments must include information about what the school has done to resolve the student's non-attendance before the student withdrew from school.

Rule 5 – School and Other User Responsibilities

A brochure for parents, guardians and students, called "Electronic information about your child" is available for download from www.minedu.govt.nz/enrol in both English and Māori.

5.1 Every principal must ensure that:

a. ENROL is updated for all the school's students, which includes those students who are attending offsite centres such as: special education satellite classes, Teen Parent Units, Activity Centres, Alternative Education, Trades Academies, MIT and Regional Health Schools;
b. every student enrolled at the school is recorded in ENROL in accordance with these rules;
c. the data in ENROL relating to the students currently enrolled in the school is maintained accurately and promptly by the school's authorised users;
d. enrolment changes are updated in ENROL within 5 school days;
e. tasks generated by ENROL, which relate to a student enrolled or previously enrolled in the school, are completed as soon as possible, but in any case within 5 school days;
f. the Ministry is advised immediately when an authorised user no longer requires access to ENROL;
g. all reasonable steps are taken to ensure that school employees are aware of their obligations in respect of the appropriate use and protection of personal information in ENROL;
h. the school provides parents and students with the information brochure provided by the Ministry when the student enrols. The information brochure will explain:

    - the purpose of ENROL
    - who the authorised users of ENROL are and their obligations and responsibilities in respect of their use of ENROL;
    - that information related to the student's enrolment will be available to the next school;

- that parents and students are entitled to request access to and/or correction of, their personal information held in ENROL from the current school of enrolment or the Ministry; and
- students' entitlements and parents' obligations in respect of enrolment;

i. the "Keep Information Private" checkbox is activated on the student's ENROL record where the principal has reasonable cause to believe that:

- a relevant protection order under the Domestic Violence Act 1995 or a relevant restraining order under the Harassment Act 1997 is in place; or
- the student or a family member is under a witness protection programme under the Evidence Act 1958; or
- the student is likely to be at significant risk if the checkbox is not activated;

j. authorised users at the school comply with all relevant legislation when responding to requests for information from a student or parent;
k. the school's own enrolment record is completed and signed by the parent(s) and/or student;
l. a copy of the school's enrolment form for the student is retained after the student has left the school in accordance with the School Records Retention/Disposal Schedule approved under the Public Records Act 2005;
m. E19/22A forms for students who were enrolled under the previous paper system are retained after the students have left the school in accordance with the School Records Retention/Disposal Schedule approved under the Public Records Act 2005;
n. authorised users at the school use ENROL only for the purposes of:

- facilitating the accurate and efficient enrolment of students; and
- monitoring and ensuring student enrolment and attendance.

o. authorised users do not share a user logon or password with any other person and the password is protected to prevent unauthorised access to the system.
p. authorised users who are from a district health board use ENROL only for the purpose of updating a student's enrolment record with hearing and vision test results.

Rule 6 – Schools exempt from using ENROL

6.1 These rules apply to the principals of all schools except for those that have received a written exemption from the Secretary for Education.

6.2 The Secretary for Education may set conditions for any such exemption.

Having Problems?

Before You Call the e-Admin Contact Centre	When you call the technical Help Desk, in order to help you effectively, it is often necessary for them to understand clearly what you wish to do, what technology you are using and some detail about the problem that you are having. So in order to make the process as easy as possible here is some information that you might want to note down before calling.
Type of Hardware	What type of computer are you using: PC or Apple Mac?
Browser Software	Which browser software are you using to access the internet: Internet Explorer, Safari, Mozilla Firefox or another product and what version number are you using?
	To find out your browser name and version select the Help Menu from within the Browser and click the *About* command.
Not sure of the above?	If you are unsure of any of the above, please do not let this put you off giving us a call as we are here to help. It is helpful to you if we have warned you about the kind of information that we might ask for.
Error Messages	If you are calling about an error message that has appeared on your screen note down what it says and where you were in the application when it appeared on your screen, e.g. I clicked on the Reports button on the Toolbar.
	It would be most helpful if you could take a screen capture of the error and email it to the e-Admin Contact Centre using the email address shown below.
	To take a screen capture, press the Print Screen (PrtScrn) button on your keyboard (it will appear as nothing has happened in the same way when you copy text). Open up Microsoft Word and paste the image into the document.
General ENROL Queries or can't Login to Educational Leaders	If you are having problems accessing the Educational Leaders website or e-Admin area, or you have general ENROL queries, please call the e-Admin Contact Centre.
Contact Us	e-Admin Contact Centre: Email: mailto:e.admin@minedu.govt.nz Phone: 04 463 8383 Fax: 04 463 8374 Postal: Ministry of Education, P O Box 1666, Wellington Ministry Website: Ministry of Education - Home
	Please do not hesitate to get in touch with us for further assistance. The e-Admin Contact Centre has been set up for this purpose.
Training Needs	If you require training, please contact the Training Services Training Co-ordinator.
Contact Us	Training Services: Website: https://www.trainingservices.org.nz/ Email: training.services@minedu.govt.nz Phone: 04 463 0928 Fax: 04 463 0939 Postal: Ministry of Education, P O Box 1666, Wellington
Using Favourites/ Bookmarks	You can save a list of websites you visit regularly by using Favourites. To create a favourite link, navigate to a website on your screen that you would like to add to Favourites and then click on the Favourites Menu and choose *Add to Favourites*. Next time you want to go to this website, click on the Favourites Menu to display the list and then click on the name of the website.

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